This is a reproduction of a library book that was digitized by Google as part of an ongoing effort to preserve the information in books and make it universally accessible.

Google™ books

https://books.google.com

NYPL RESEARCH LIBRARIES
3 3433 00844245 5

B.R. 65

ROYAL NAVAL VOLUNTEER RESERVE

PART I.—REGULATIONS.

PART II.—THE ACTS PROVIDING FOR THE CONSTITUTION, Etc., OF THE RESERVE.

(Revised to 28th February, 1933)

PUBLISHED BY ORDER OF THE LORDS COMMISSIONERS OF THE ADMIRALTY

Crown Copyright Reserved

LONDON
PUBLISHED BY HIS MAJESTY'S STATIONERY OFFICE
To be purchased directly from H.M. STATIONERY OFFICE at the following addresses
Adastral House, Kingsway, London, W.C.2; 120, George Street, Edinburgh 2
York Street, Manchester; 1, St. Andrew's Crescent, Cardiff
15, Donegall Square West, Belfast
or through any Bookseller
1933
Price 3s. 6d. Net

20—81—0—33

Digitized by Google

Digitized by Google

MAY 30 1933

VYBB
Digitized by Google
Admiralt

Digitized by Google

Great Britain. Admiralty.

B.R. 65

ROYAL NAVAL VOLUNTEER RESERVE

PART I.—REGULATIONS.

PART II.—THE ACTS PROVIDING FOR THE CONSTITUTION, Etc., OF THE RESERVE.

(Revised to 28th February, 1933)

PUBLISHED BY ORDER OF THE LORDS COMMISSIONERS OF THE ADMIRALTY

Crown Copyright Reserved

LONDON
PUBLISHED BY HIS MAJESTY'S STATIONERY OFFICE
To be purchased directly from H.M. STATIONERY OFFICE at the following addresses
Adastral House, Kingsway, London, W.C.2; 120, George Street, Edinburgh 2
York Street, Manchester; 1, St. Andrew's Crescent, Cardiff
15, Donegall Square West, Belfast
or through any Bookseller
1933
Price 3s. 6d. Net

20—81—0—33

NB

NEW YORK PUBLIC LIBRARY

Digitized by Google

THE NEW YORK
PUBLIC LIBRARY
666423 A
ASTOR, LENOX AND
TILDEN FOUNDATIONS
R 1933 L

THE Lords Commissioners of the Admiralty are pleased to establish the following Regulations and Instructions for the government of the Royal Naval Volunteer Reserve.

All previous Orders and Instructions for the government of the Royal Naval Volunteer Reserve are hereby cancelled.

BY COMMAND OF THEIR LORDSHIPS,

O. Murray

ADMIRALTY,
February, 1933.

Digitized by Google

PART I.

Regulations for the Royal Naval Volunteer Reserve.

CONTENTS.

Chapter		PAGE
I.	Preliminary	5
II.	Organisation	6
III.	Rank and Command	12
IV.	Ceremonies, Uniform and Distinctions :—	
	Section (1) Ceremonies	15
	,, (2) Uniform :—	
	(*a*) Officers ; (*b*) Men	16
	,, (3) Decorations and Medals	23
V.	Permanent Staff :—	
	Section (1) General	26
	,, (2) Officer Instructors	27
	,, (3) P.O. Instructors	29
	,, (4) Shipkeepers	34
	,, (5) Civilian Writers	36
VI.	Entry and Appointment of Officers	37
VII.	Qualifications and Promotion of Officers	44
VIII.	Entry, Qualification, Confirmation and Promotion of Ratings :—	
	Section (1) Entry	48
	,, (2) Qualification	56
	,, (3) Confirmation and Promotion	58
IX.	Resignation and Discharge—Officers and Men :—	
	Section (1) Resignation and Discharge	65
	,, (2) Compulsory Retirement or Removal	69
	,, (3) Authorised Retired Ranks and Qualifications therefor	70
X.	Drill	73
XI.	Training and Service in the Royal Navy :—	
	Section (1) Officers	77
	,, (2) Men	84
	,, (3) General	85
XII.	Discipline and Leave :—	
	Section (1) Discipline	92
	,, (2) Leave	97
XIII.	Public Funds, Admiralty Grants, and Accounting Instructions :—	
	Section (1) General	98
	,, (2) Cash Accounts and Supply of Cash	103
	,, (3) Banking	104
	,, (4) Accounting and Vouchers	106
	,, (5) Responsibility for Expenditure	109

Digitized by Google

		PAGE
XIV.	**Land and Buildings :—**	
Section (1)	Purchase or Lease	110
,, (2)	Property of Divisions	111
XV.	**Pay and Allowances ; Travelling Expenses :—**	
Section (1)	Pay and Allowances	114
,, (2)	Travelling Expenses	130
,, (3)	Injuries and Sickness when borne on Ship's Books	139
,, (4)	Injuries when not borne on Ship's Books ..	143
,, (5)	Pensions and Gratuities	144
XVI.	**Stores ; Repair, Maintenance, etc., of Drill Ships and Shore Establishments :—**	
Section (1)	General, and maintenance of Drill Ships and Shore Establishments	146
,, (2)	Naval Stores	152
,, (3)	Naval Armament Stores	156
,, (4)	Medical Stores..	161
,, (5)	Victualling Stores	161
,, (6)	Gas, Water and Electric Current	162
XVII.	**Service Certificates and History Sheets**	162
XVIII.	**Correspondence and Returns**	164

PART II.

The Acts providing for the Constitution, &c., of the Royal Naval Volunteer Reserve	167
Appendices	180
Index	235

Digitized by Google

PART I.

REGULATIONS

for the

ROYAL NAVAL VOLUNTEER RESERVE.

Chapter I.—Preliminary.

1. The Royal Naval Volunteer Reserve is raised under the "Naval Forces Act of 1903 and the Acts incorporated therewith." The members of this Reserve are termed the Royal Naval Volunteer Reserve (shortly referred to hereinafter as "R.N.V.R."), and are subject to the provisions of those Acts, and to all regulations made with regard to them by the authority of the Lords Commissioners of the Admiralty.

2. The R.N.V.R. are under the orders of the Admiral Commanding Reserves (referred to hereinafter as "the Admiral Commanding"). He is assisted by a Central Committee in London, termed "the R.N.V.R. Committee."

3. The Committee consists of :—

(*a*) The Admiral Commanding (President).
(*b*) A Captain R.N. (representing Admiralty and the Admiral Commanding).
(*c*) The Commanding Officers of the R.N.V.R. Divisions.
(*d*) Such additional Officers R.N.V.R. as may be recommended by the Committee and the Admiral Commanding and approved of by the Admiralty.

(2) The periods of appointment of members of the Committee will be at the discretion of the Admiralty.

(3) The Captain R.N. will be borne on Ship's Books and will receive the full pay and allowances of his rank. His duties will be advisory, but he will be subject to the orders of the Admiral Commanding.

(4) The R.N.V.R. Committee will be responsible to the Admiral Commanding for the internal administration of the Force. The Committee will forward all recommendations for appointment, promotion and retirement, and will submit their proposals on all matters relating to efficiency and maintenance.

(5) The rules governing the procedure of the Committee are contained in Appendix O.

Digitized by Google

(6) The Admiralty will provide the office accommodation and contingent expenses of the R.N.V.R. Committee.

4.

5. A member of the Royal Naval Volunteer Reserve may obtain from the Commanding Officer of his Division one copy of these regulations on payment of the price printed at the foot of the title page less 25 per cent., and may have access to the same gratis on application to the Commanding Officer of his Division. The money received is to be taken on charge in Cash Account No. 1 as a credit to Naval funds.

(2) Copies of the Regulations for issue on repayment should be obtained by the Commanding Officer of the Division by demand from the Superintendent, Royal Naval Store Depôt, West India Docks, London, E.14.

6.

7.

Chapter II.—Organisation.

8. For administrative purposes the R.N.V.R. is divided into eight Divisions, seven with Headquarters at important centres in Great Britain, and one in Northern Ireland. Officers and men will usually belong to the Division the Headquarters of which are closest to their normal place of residence.

The areas comprised in the various divisions are shown in Appendix V.

(2) As a general rule, each Division will consist of not less than five sub-Divisions (including out-lying sub-Divisions); the actual number of sub-Divisions to be formed is shown in Table B. (page 9).

(3) Each Division will be designated by a local name; each sub-Division by its number in the Division in addition to the local name.

9. The personnel of each Division will consist of two categories, which will be made up as follows:—

List I.—Officers and men belonging to Divisions and attending at Headquarters for instruction.

List II.—Officers and men borne on Divisional Lists for administrative purposes, but not necessarily attending at Headquarters for instruction.

(2) Each Division will be commanded by a Captain or Commander; each sub-Division by a Lieutenant-Commander or Lieutenant.

Digitized by Google

10. The Authorised Establishment for a typical sub-Division and Division is given in Table A. (below), but the composition of the sub-Divisions in different Divisions will vary considerably owing to the special characteristics of Divisions necessitating an unequal distribution of ratings.

11. The permanent Staff of R.N. Instructors allowed to each R.N.V.R. sub-Division and Division is shown in Table C. (page 10).

One Caretaker is allowed to each Shore Establishment, with the exception of the Clyde Division, which is allowed three for Headquarters.

12.

13.

14. Boys' corps are affiliated to certain R.N.V.R. Divisions. The limits of age for service in these Corps are from 12 to 17 years. The boys receive their training at the drill establishments of the Division to which they are attached, under the direction of the Commanding Officer.

(2) The R.N.V.R. Committee will advise the Admiral Commanding on matters conducive to the well-being of the Corps.

TABLE A (1).

Establishment of R.N.V.R. Officers (List I) for each Sub-Division and Division.

Rank.	To each Sub-Division.	To each Division.
Captain or Commander	—	1 in Command
Commander, Lieutenant-Commander or Lieutenant	—	1 as Executive Officer.
Lieutenant-Commander or Lieutenant	1 in Command	—
Lieutenant, Sub-Lieutenant or Midshipman ..	2	—
Surgeon Captain, Surgeon Commander or Surgeon Lieutenant-Commander	—	1
Surgeon Lieutenant-Commander or Surgeon Lieutenant	1	—
Paymaster Commander or Paymaster Lieutenant-Commander	—	1
Paymaster Lieutenant-Commander, Paymaster Lieutenant or Paymaster Sub-Lieutenant	—	2
Chaplain	—	2
Boatswain	—	1
Signal Boatswain	—	1
Warrant Telegraphist	—	1
Total	4	11

Digitized by Google

TABLE A (2).

Establishment of ratings R.N.V.R.

(*Note.*—This Establishment is under revision.)

Rating.	To each Sub-Division.	To each Division.	R.N.V.R. Total No.
C.P.O. Seaman class or Chief Yeoman of Signals	1	1 C.P.O. additional for each Division	46 17
P.O. Seaman class	2	—	110
L.S. Seaman class	4	—	220
A.B. or O.S.	34 or 35	—	1,919
Bugler	1	—	55
Yeoman of Signals	1	—	55
Leading Signalman	2	—	110
Signalman or Ordinary Signalman ..	16 or 17	—	918
Chief P.O. Telegraphist	—	1 per School	7
P.O. Telegraphist	—	1 to each complete 25	26
Leading Telegraphist	—	1 to each complete 10	66
Telegraphist or Ordinary Telegraphist	—	*See* Table B	576
			List I. *List II.*
E.R.A.'s 1st, 2nd, 3rd, 4th and acting 4th class	—	*See* Table B	430 257 687
Chief Motor and Motor Mechanic ..	—	*See* Table B	65 45 110
Artisan, including E.A. and O.A. ..	—	*See* Table B	230 183 413
Writer	—	*See* Table B	100 65 165
		Total ..	5,500

Note.—In addition, 1 Bandmaster and 24 Bandsmen will be allowed to each Division which consists of five or more Sub-Divisions. They will be non-combatants (*see* Art. 21).

15. The personnel on List I. will include the majority of the Executive Officers, a sufficient number of Chaplains, Medical and Accountant Officers for divisional duties, all Seamen, Signalmen and Telegraphists, and such other ratings of all classes as are able and wish to take part in local drills.

The personnel on List II. will include the remainder of the Executive Officers, the Engineer Officers, the Special Branch Officers, the majority of the Medical and Accountant Officers, all Dental Officers, and the Artificer, Artisan, and Writer ratings who do not belong to List I. and who, by reason of the distance

Digitized by Google

TABLE B.

Number of Men, R.N.V.R., on the Establishment of each R.N.V.R. Division.

Division.	No. of Sub-Divisions.	Seaman Branch.						Engineer Branch.		Artisan Branch.	Writer Branch.	Total of other Branches.	Total Establishment.
		Gunnery.	Torpedo.	Bugler.	Signals.	W/T.	Total.	E.R.As.	Motor Mechanics.				
London .. (C.)	10	365	125	10	230	165	895	45	14	26	30	115	1,010
Severn .. (D.)	6	220	80	6	155	50	511	25	10	39	20	94	605
Clyde .. (P.)	8	230	65	8	115	100	518	188	17	115	20	340	858
East Scottish (P.)	6	130	50	6	85	—	271	142	13	86	15	256	527
Sussex .. (P.)	6	195	80	6	155	75	511	25	10	39	20	94	605
Tyne .. (C.)	7	185	50	7	130	150	522	100	18	35	20	173	695
Mersey .. (D.)	7	260	50	7	130	75	522	100	18	35	20	173	695
Ulster .. (P.)	5	160	50	5	100	60	375	62	10	38	20	130	505
Totals ..	55	1,745	550	55	1,100	675	4,125	687	110	413	165	1,375	5,500

Note.—This Establishment is under revision.

Digitized by Google

from Headquarters at which they reside, will not be required to attend local drills.

(2) The enrolment of men for the Seaman, Signal and Telegraphist branches will be confined to List I., to enable them to receive the full benefit of the R.N.V.R. instructional system.

16. In deciding the number of ratings to be borne on List I. or List II. of Divisions, the following points must be borne in mind by Commanding Officers :—

(*a*) The number of men in the branches which it is necessary to bear on List I. may increase with naval requirements; the R.N.V.R. Committee will arrange these numbers.

(*b*) The training accommodation at Headquarters is limited.

(*c*) The training accommodation available must be fully utilised in order that the overhead charges per man trained may be kept as low as possible.

(*d*) The desirability of spreading the force over a wide area by means of men borne on List II.

TABLE C.

Number of Permanent Staff allowed to each R.N.V.R. Division.

Rank or Rating.	To each Division.	Total.
Officer Instructors	1	8
Petty Officer Instructors :—		
P.O.G.M.	As laid down from time to time (*see* Note (2)).	44
P.O. T.G.M.	1	8
Yeoman of Signals	1	8
P.O. Telegraphist	1 per school	7
P. and R.T.I.	1	8
Ordnance Artificer	1	8
Civilian Writers	1	8
Shipkeepers and Caretakers	As laid down from time to time (*see* Note (3)).	66
Total..	—	165

Note (1).—The Officer Instructor will be a Commander, Lieutenant-Commander or Lieutenant on the Active List of the Royal Navy.

Note (2).—P.O. G.M.s allowed at present are :—London 7, Severn 5, Clyde 8, East Scottish 5, Sussex 3, Tyne 5, Mersey 6, Ulster 5; Total 45.

Note (3).—Six Shipkeepers, including one 1st class rate and five 2nd class rates, are allowed to each drill ship.

Digitized by Google

(2) Tables "A" (2) and "D" (pages 8 and below) show the estimated full strength of the R.N.V.R., Lists I. and II.—Officers and men.

TABLE D.

Total Establishment of Officers, R.N.V.R.

Rank.	List I.	List II.	Total.
	No.	No.	
Captain or Commander	16	—	16
Lieutenant-Commander, Lieutenant, Sub-Lieutenant, or Midshipman.	156	60	216
Engineer Commander, Engineer Lieutenant-Commander or Engineer Lieutenant.	—	30	30
Surgeon Captain		3*	3
Surgeon Commander		12*	12
Surgeon Lieutenant-Commander or Surgeon Lieutenant.	52	138†	190
Surgeon Lieutenant-Commander (D) or Surgeon Lieutenant (D).	—	25	25
Paymaster Commander	8	—	8
Paymaster Lieutenant-Commander, Paymaster Lieutenant or Paymaster Sub-Lieutenant.	16	142	158
Chaplain	16	24	40
Boatswain	8	—	8
Signal Boatswain	8	—	8
Warrant Telegraphist	8	—	8
	288	419 plus 15	722

* May be either List I. or List II.
† Including Surgeon Sub-Lieutenants.

17. The personnel of List II. will be in every way an integral part of the Division and entirely under the orders of the Commanding Officer of the Division.

18. Executive Officers will only be allowed to join List II. if their place of residence clearly prevents them attending drills at a divisional training centre, and in this case they will be required to perform a longer period of obligatory naval training, viz., an additional seven days biennially in lieu of the divisional drills.

(2) Executive Officers on List II. will be limited to those who have already performed a considerable amount of training or sea service, such as Temporary Officers who served at sea during the war. Officers on List I. may be allowed to transfer to List II.

Digitized by Google

subsequently, provided they have performed a reasonable amount of training, and if, owing to a change of residence or other circumstances, they find a difficulty in attending divisional drills.

19. Officers and men on List II. will be permitted and encouraged to attend at their Divisional Headquarters for important ceremonial parades, lectures, and other special occasions. Attendance will be permitted at the discretion of the Admiral Commanding, who has authority in such cases to sanction the payment of reasonable out-of-pocket expenses.

20. Each R.N.V.R. Officer on the Active List of the R.N.V.R. will be shown in the Navy List both on a General List similar to that for R.N. Officers and on a Divisional List.

Officers who are specially qualified in particular duties will be distinguished by letters before their names in the General List, which will also contain columns showing the " Date of Seniority " and " Division to which attached."

The Divisional List will show the officers of the respective Divisions, distinguishing between officers on Lists I. and II.

21. Bands may be formed subject to the approval by the Admiral Commanding of the divisional rules for their engagement.

Bandsmen will be enrolled as Naval Volunteers, but will not be subject to the requirements of the Regulations as to drill and service.

Enrolled Bandsmen are not eligible to earn the bounty referred to in Article **373.**

22.

23.

Chapter III.—Rank and Command.

24. R.N.V.R. Officers take precedence after R.N. and R.N.R. Officers, rank for rank, irrespective of seniority.

(2) The Admiralty may grant Naval command and authority to any officer, during the tenure of a particular appointment.

(3) Petty Officers and men, R.N.V.R., rank and command with but after corresponding ratings, R.N. and R.N.R., irrespective of seniority.

Officers R.N.V.R.

25. The establishment of officers of the Royal Naval Volunteer Reserve on the Active List is fixed by the Admiralty, and the numbers authorised from time to time are published in the Navy List :—

Digitized by Google

(*a*) *Military Branch*—

(1) *Executive Officers*—

Commodore.
Captain.
Commander.
Lieutenant-Commander.
Lieutenant and Probationary Lieutenant.
Sub-Lieutenant, Acting Sub-Lieutenant, and Probationary Sub-Lieutenant.
Midshipman and Probationary Midshipman.
Commissioned Boatswain and Boatswain.
Commissioned Signal Boatswain and Signal Boatswain.
Commissioned Telegraphist and Warrant Telegraphist.

(2) *Engineer Officers*—

Engineer Commander.
Engineer Lieutenant-Commander.
Engineer Lieutenant and Probationary Engineer Lieutenant.

(*b*) *Special Branch*—

Commander.
Lieutenant-Commander.
Lieutenant and Probationary Lieutenant.

(*c*) *Medical Branch*—

Surgeon Captain.
Surgeon Commander.
Surgeon Lieutenant-Commander.
Surgeon Lieutenant-Commander (Dental).
Surgeon Lieutenant and Probationary Surgeon Lieutenant.
Surgeon Lieutenant (Dental) and Probationary Surgeon Lieutenant (Dental).
Surgeon Sub-Lieutenant and Probationary Surgeon Sub-Lieutenant.

(*d*) *Accountant Branch*—

(1) *List I.*

Paymaster Commander.
Paymaster Lieutenant-Commander.
Paymaster Lieutenant.
Paymaster Sub-Lieutenant and Probationary Paymaster Sub-Lieutenant.

Digitized by Google

(2) *List II.*
(Officers for Clerical (Non-Accountant) and Coding duties.)
Paymaster Lieutenant-Commander.
Paymaster Lieutenant.
Paymaster Sub-Lieutenant and Probationary Paymaster Sub-Lieutenant.

(*e*) *Chaplain Branch*—
Chaplain and Probationary Chaplain.

26. The relative precedence of officers of the whole Force is determined solely by the rank and date of their commissions or warrants, or if not in possession of commissions or warrants their appointments in the Force.

(2) The relative precedence of officers bearing commissions or warrants of the same date is determined by the order in which their names appear in the Navy List. A probationary or acting officer is, in all cases, junior to a confirmed officer of the same rank. Probationary and acting officers rank among themselves according to the date of their probationary or acting rank.

(3) Probationary officers or Acting Sub-Lieutenants will not receive their commissions until confirmed in their ranks. Midshipmen will receive appointments only.

(4) List II. officers attending ceremonial parades, &c., in which the Division to which they are attached is concerned, shall not, on account of rank or seniority, supersede Divisional Officers (List I.) in command of R.N.V.R. detachments, or sections thereof, at such parades.

27. The officers and Petty Officers of the R.N.V.R. are to command each other and the men of the Force, agreeably to their respective ranks and ratings, in all matters relating to their duties; but none of them are ever to assume any naval command whatsoever, unless ordered to do so by their superior Naval Officer, and they are to be, in all matters whatsoever, under the command of the Captain or Commanding Officer, or other superior officer, of the ship in which they may be.

28. The R.N.V.R. when assembled for drill or inspection, or when voluntarily doing any naval duty, either afloat or on shore, will be under the immediate command of the Senior Naval Officer present.

29. Nothing contained in these Regulations is to be considered as giving a claim to any officer of the R.N.V.R. to assume command of His Majesty's Land or Air Forces on shore, nor to any officer of the Army or Royal Air Force to assume command of any of His Majesty's squadrons or ships, or of any of the officers or men thereunto belonging, unless under special authority from the Government of His Majesty.

Digitized by Google

30. When officers of the R.N.V.R. are employed on shore on joint service with His Majesty's Land or Air Forces, their relative rank shall carry with it all the precedence and advantages, except command, attaching to the rank to which it corresponds, and shall regulate the choice of quarters, but allowances will remain issuable under Naval Regulations.

31.

32.

33.

Chapter IV.—Ceremonies, Uniform and Distinctions.

SECTION I.

Ceremonies.

34. A Guard of Honour may be provided as a matter of course for a member of the Royal Family, or the Board of Admiralty, on arrival in the neighbourhood of the headquarters of a Division or Outlying Unit; but in no other case is any body of the Naval Volunteers to take part in any public procession or ceremony, or to form a Guard of Honour on any occasion other than above, without the special authority of the Admiralty. Applications for such authority are to be made to the Admiral Commanding.

35. The various Divisions and Outlying Units of the Naval Volunteers will be inspected annually by the Admiral Commanding or by a Naval Officer deputed by him.

36. Full Naval honours at the funerals of officers and men of the Royal Naval Volunteer Reserve, who die otherwise than while under training, may be rendered at the discretion of the Officer Commanding the Division, subject always to the proviso that no expense falls on Naval funds.

(2) The privilege conceded to officers and men of the Royal Navy and Royal Marines in Article **1355**, Clause 4, King's Regulations, is applicable to officers and men of the Royal Naval Volunteer Reserve who may die whilst undergoing training, provided that they were entitled to receive full pay from Naval funds up to and including date of death.

37. H.M. Ships and Shore Establishments in use by the R.N.V.R. as Headquarters or Drill Ships are to fly the White Ensign.

38. Drill Ships, and Shore Establishments if supplied with the necessary material, should, whenever possible, "Dress Ship" in accordance with Article **93** of the King's Regulations and Admiralty Instructions.

39. Should occasion arise for colours to be half-masted throughout the United Kingdom, special instructions will be issued by the Admiral Commanding.

Digitized by Google

SECTION II.

Uniform.

(*a*) OFFICERS.

40. The uniform of officers of the R.N.V.R. is the same in all respects as that of officers of corresponding rank and branch of the Royal Navy, with the following exceptions :—

(1) Instead of each distinction stripe of gold lace round the sleeves of the coat, there is a waved line of three-eighths inch gold lace. (The half stripe, however, is a straight line of one-eighth inch gold lace.)

(2) The edges of the coloured cloth denoting Branches other than the Military Branch are waved to follow the curves of the lace. When there is more than one stripe of distinction lace, the coloured cloth fills the space between the stripes.

(3) The white turnback and buttonhole of white twist for Midshipmen R.N. are replaced by a maroon turnback and twist.

(4) Probationary Midshipmen and Midshipmen will wear a jacket of the pattern worn by Paymaster Cadets R.N. in lieu of the round jacket worn by Midshipmen R.N.

(5) The Special Branch will wear emerald green coloured cloth to denote their branch.

NOTE.—The waved lines of the distinction lace consist in continuous curves and not in straight lines with rounded angles.

41. Cap Covers are to be worn in home waters from 1st May to 30th September, and abroad as ordered by the Senior Naval Officer.

42. Officers undergoing courses at Naval Establishments, and when embarked in H.M. Ships for a short cruise, will be required to have the following uniform :—

No. 4 and No. 5	Frock Coat and Undress.	Frock Coat. Undress Coat (Monkey Jacket). Morning Waistcoat. Trousers, plain, blue. White Trousers, during the summer months. Cap (and cap covers from 1st May–30th September). Sword (Dirk for Midshipmen) and undress belt.
No. 7	Mess Undress.	Jacket. Evening Waistcoat (blue). Plain Blue Trousers.

Digitized by Google

NOTE.—Officers below the rank of Sub-Lieutenant (confirmed) will not be required to provide themselves with frock coats.

(2) The following articles should also, as a general rule, be provided by Executive Officers when embarking in H.M. Ships :—

Uniform Greatcoat or Watch Coat.
Oilskin or Waterproof Coat.
Sea Boots.

(3) When attending courses in Gunnery or Torpedo Schools, officers will wear when under instruction :—

White Sweater.
White Flannel Trousers.

43. Officers will wear the uniform of their rank when borne on ship's books for service or training in H.M. ships and establishments ; when engaged in their Divisional duties ; and on State and other occasions of ceremony within the British Empire.

(2) Officers on the *Active* List of the R.N.V.R. will, in addition, be permitted to wear the uniform of their rank when attending reviews, public balls or entertainments given by Naval or Military Authorities or by Civil Functionaries, or when attending functions in H.M. ships or establishments or on other occasions when uniform is being worn at official entertainments, including those given by Territorial Units or in R.N.V.R. drill ships or shore establishments.

(3) Officers on the *Retired* List of the R.N.V.R. will be permitted to wear the uniform of their rank within the British Empire on State and other occasions of ceremony only.

(4) When worn, uniform must be that which is appropriate to the occasion. General regulations regarding the wearing of uniform, patterns, etc., are contained in the Appendix to the Navy List.

(5) Officers attending Levees must appear in the appropriate dress as laid down for Officers, R.N., which will be found in the Appendix to the Navy List.

(6) In the event of doubt arising as to the propriety of wearing uniform on any particular occasion, the matter should be represented to the Admiral Commanding, by whom it will be referred to the Admiralty for decision, if necessary.

(*b*) MEN.

44. The uniform is to be of the same pattern as for Petty Officers and Seamen of the Royal Navy, with the following exceptions, viz. :—

(1) *Men not dressed as Seamen.*—To wear a " R.N.V.R." ½ inch in height on the left sleeve of the coat, the bottom of the " R.N.V.R." to be 4 inches above the bottom of the

Digitized by Google

sleeve; gold on cloth, red on serge, and blue on white coats.

(2) *Men dressed as Seamen.*—To wear a "R.N.V.R." ½ inch in height on the left sleeve of the jumper, the bottom of the "R.N.V.R." to be 4 inches above the bottom of the sleeve; gold on No. 1 dress, red for other serge dresses, and blue for white dresses.

(3) All ratings are to wear a "R.N.V.R." ½ inch in height on each side of the collar of the overcoat; gold for Chief Petty Officers and Petty Officers who have completed one year's mobilised service as Petty Officer, and are confirmed in the rating, and red for the remainder.

(4) The cap ribbon is to be of Admiralty pattern approved for the R.N.V.R. bearing the name of the Division, except in the case of "Severn Division" where ratings belonging to Headquarters will wear cap ribbons "R.N.V.R. Bristol."

(5) Strict attention must be paid to Admiralty Fleet Orders directing the dress to be worn, so as to ensure uniformity in all details.

(6) Ratings are forbidden to appear partly in uniform and partly in civilian dress.

45. Every R.N.V.R. rating on first enrolment for 4 years' service will be supplied free of charge by the Admiralty through his Division with the kit of his rating as prescribed in Appendix D. Men advanced to a higher rating will be supplied gratuitously on promotion with the articles of kit of that rating which were not comprised in their former kit, any items of their former kit which the men will not wear in their new rating being withdrawn and dealt with as laid down in (7). Ratings will be required to maintain their kits at their own expense.

Articles comprised in the R.N.V.R. kits, as laid down in Appendix D, remain the property of the Crown. Except in the cases dealt with in clauses (8), (9) and (10) of this Article, men will, however, on final discharge from the Reserve, be permitted to retain their kits.

(2) Ratings are permitted to purchase at the current service issuing prices from Admiralty stocks, through their Divisions, articles of Seamen's clothing not included in the free kit, *e.g.*, shoes, overcoats, &c., and also stock items required for the maintenance of their kits, provided that the articles are necessary and required for their own personal use.

(3) Clothing required for kitting up new entries, and for sale to the men should be demanded in bulk by the Divisions periodically (say, monthly) from the Royal Victoria Yard, Deptford, S.E.8. Full particulars of the sizes required should be given on the demands, and in the case of suits for men not dressed as seamen the demands should be accompanied by "self-measurement" forms so that the

Digitized by Google

suits can be made up to the measurements of the individuals requiring them.

(4) Local arrangements may be made to effect minor alterations to uniform clothing, the cost being met from the Contingent Fund (Article **302**).

(5) Supply and Receipt Notes for the articles issued will be forwarded from Deptford to the Division when the clothing is despatched, and as soon as the clothing has been received and checked, the receipt notes should be signed and returned to the Royal Victoria Yard, Deptford.

(6) All clothing received is to be taken on charge by the Accountant Officer of the Division and accounted for as laid down in Chapter XVI, Section 5, Article **423**. Accounts of individual issues of kits should be kept on Form S. 79.

(7) All articles are to be clearly marked at the Headquarters of the Division or Outlying Unit before issue. A set of type for this purpose is supplied to each Division and Outlying Unit.

An additional set may be demanded if required.

(8) The kits of men who leave the Reserve prior to the completion of 4 years' efficient service or who are discharged for misconduct are to be withdrawn and either sold within the Division (the proceeds of the sale being credited to the Crown) or returned to the Royal Victoria Yard. Such men are, in addition, to be charged with the value of any article missing from their kit, or for any deterioration of their kit not due to fair wear and tear. Articles of kit withdrawn are to be debited in the Clothing Account and credit taken therein when they are disposed of either by sale or by return to the Victualling yard.

(9) The kits of men discharged dead prior to the completion of 4 years' efficient service are to be dealt with as provided in clause (7), except that, when death occurs whilst a man is undergoing training, the articles comprised in his R.N.V.R. kit (*see* Appendix D) should be sold on board ship for the benefit of the Crown, any other articles being disposed of in accordance with Article **1769**, King's Regulations and Admiralty Instructions, as in the case of ratings of the Royal Navy.

(10) Reservists discharged for misconduct whilst mobilised are to be dealt with in the matter of kit as laid down in Article **1597** of the King's Regulations and Admiralty Instructions. The period of two years referred to therein is to be reckoned from the date the men are mobilised and the amount to be charged is the value of the full regulation kit of the corresponding rating R.N., *excluding* Bedding. Bedding, which is supplied to all Reservists on loan, should be withdrawn and returned to store.

(11) Men who—on completion of their first period of enrolment (4 years)—re-enrol for a further period of 4 years are to have their kits surveyed by the Accountant Officer of the Division and brought

Digitized by Google

up to the requisite complete outfit by the free issue of the necessary articles to replace such articles as are found to be unserviceable. On completion of the period, the same procedure is to be followed in the event of re-enrolment for a further period of 4 years, and so on.

(12) Men who volunteer for Naval training in H.M. Ships or Establishments for any period exceeding twenty-eight days, but not exceeding sixty days, may be supplied, free of charge, with an extra suit or a pair of boots before being sent for training, and men who volunteer for naval training in H.M. Ships or Establishments for a period of more than sixty days may be supplied, free of charge, with an extra suit and an extra pair of boots, before being sent for training, provided that in each case the issue is recommended by the Commanding Officer of their Division, after inspection of their kits.

46. When called up for active service in the event of war every man is to take with him his regulation peace kit complete, and this instruction must be strictly observed. If, owing to exceptional circumstances, a man appears at the R.N. Barracks without a kit he will be supplied with an emergency kit, consisting of the more essential articles only, at first. At the earliest opportunity after joining every man is to complete the kit in his possession to the full regulation kit of his corresponding rating R.N., and he will be required to maintain this kit until demobilised.

(2) To enable men to complete and maintain their kits they will be credited with a clothing gratuity sufficient to cover the cost of providing the articles (other than bedding) which are in the active service kit but are not in the R.N.V.R. peace kit, and they will receive kit upkeep allowance at active service rates. The amount of the gratuity, &c., will depend on the cost of clothing at the time of mobilisation, and will be notified in Admiralty Fleet Orders. No clothing gratuity is to be credited, nor is any clothing to be issued, to men found medically unfit for service.

(3) A set of bedding consisting of—

one bed,	two hammocks,
one blanket,	one set of clews,
two bed covers,	one lashing,

will be supplied to each man at the R.N. Barracks. The bedding will be retained by the man for the whole of his mobilised service, but is to be regarded as "on loan" and is to be returned into store on demobilisation unless orders to any other effect are given at the time.

(4) Men dressed as Seamen will wear the cap ribbons of the ship to which they are drafted and two ribbons will be issued free of charge to every man on first joining his ship.

(5) Except as provided in clauses (3) and (4), men will pay for all the clothing, &c., with which they are supplied out of their Clothing Gratuity and Kit Upkeep Allowance.

Digitized by Google

Badges.

47. Good Service Badges (unpaid), not exceeding three in number, may be conferred gratuitously on men of and above the rating or relative rating of Able Seaman. The gratuitous issue for each badge awarded is to consist of one gold stripe, one red stripe and two blue stripes (*but see* clause (12)).

(2) These badges are intended to reward efficient service and good behaviour during a man's service in the R.N.V.R., and may be awarded only under the authority of the Commanding Officers of R.N.V.R. Divisions.

(3) Delegation of disciplinary powers in connection with the award, deprivation or restoration of these badges is not to be made without the prior approval of the Admiral Commanding. Commanding Officers of Divisions proceeding abroad, or whose absence from Divisional duties is likely to be prolonged, should make the necessary application before leaving.

(4) These badges will be unpaid.

(5) The following periods of service will be required to qualify for the award of a badge :—

For one badge	4 years.
For two badges	8 ,,
For three badges	12 ,,

The whole of a man's service in the R.N.V.R., including time served in H.M. ships and establishments when under training, may be counted as qualifying service with the following exceptions :—

(*a*) Time served in the rating of Boy or before attaining the age of 18.

(*b*) Time prior to absence from the R.N.V.R. for five years or more.

Note.—Time between demobilisation after the War and enrolment in the reconstituted R.N.V.R. will not count.

(6) In addition to the necessary periods of qualifying service, the following conditions for the award of the badges must be fulfilled :—

(*a*) The rating must have qualified as "Efficient" at his Headquarters or Outlying Unit on the following number of occasions, not necessarily consecutive :—

For the first badge	4
For the second badge	8
For the third badge	12

(*b*) His conduct during the two years immediately preceding the award of each badge must have been not lower than V.G.

Digitized by Google

(7) A badge or badges may be forfeited as a penalty for offences which, in the opinion of the Commanding Officer of the Division, are of sufficient gravity to warrant that course, subject to the approval of the Admiral Commanding, to whom should be submitted a statement of the offence or offences.

The power to deprive R.N.V.R. Ratings of Good Service Badges may not be resorted to by Commanding Officers of H.M. ships or establishments in which men may be embarked.

A higher character than Good is not to be awarded to a rating for the year in which he has been deprived of a badge.

(8) Forfeited badges may be restored on the completion of six months' V.G. time for each badge, provided that during the period in question the rating's behaviour has been to the satisfaction of the Commanding Officer of the Division.

(9) A record is to be kept in each Division showing all deprivations of badges, and the offences for which these penalties have been inflicted. This Record is to be produced at Annual Inspections.

(10) All awards, deprivations and restorations of badges are to be noted on Service Certificates.

(11) Badges will be similar in design to the R.N. Good Conduct Badge, but the width of the stripe will be $\frac{5}{16}$ inch only.

(12) Badges are to be worn on the left arm, in the same manner as the R.N. Good Conduct Badge. When more than one Good Service Badge is worn, the distance between them is to be $\frac{5}{16}$ inch—measured perpendicularly.

Ratings entitled to wear Good *Conduct* Badges may also wear Good Service Badges in conjunction with them, but the combined number must not exceed three. Good Conduct Badges are to be worn superior to Good Service Badges, the distance between the lower Good Conduct Badge and the higher Good Service Badge being $\frac{1}{2}$ inch—measured perpendicularly.

Chief Petty Officers will not wear these badges.

(13) Good Service Badges are *not* to be noted on Form R.N.V. 16 (List of R.N.V.R. Ranks and Ratings Embarking for Training).

48. R.N.V.R. ratings are eligible for the award of R.N. Good Conduct Badges in respect of Mobilised Service as Reservists, and/or former Active Service in the R.N., R.M., Army, or Royal Air Force, under the same conditions and restrictions as men of the Royal Navy.

Except when R.N.V.R. ratings are mobilised, R.N. Good Conduct Badges are only to be granted to them under the authority of the Admiral Commanding, who will refer the applications to the Admiralty for verification of the former service claimed.

Digitized by Google

(2) R.N.V.R. ratings will wear the badge of any non-substantive rating for which they may qualify from time to time in accordance with the provisions of Article **157.**

(3) Good Shooting Badges will only be worn during the year in which a rating qualified as a marksman, under the same regulations as for the Royal Navy. Should a rating fail in any subsequent year to requalify, he is to cease to wear the badge until he requalifies.

(4) Buglers are to wear a bugle badge when qualified.

(5) The distinguishing badge for Chief Motor Mechanics will be a two-bladed propeller with stars above and below the boss and a crown above the upper star. The badge for Motor Mechanics will be the same but with the stars only.

49. Band ratings are to wear the uniform laid down in Appendix D with the following distinguishing badges :—

Bandmaster (C.P.O.).—Badge representing a harp to be worn on each side of the collar and a badge representing a harp surrounded by oak leaves to be worn on lower half of right sleeve.

Assistant Bandmaster (P.O.).—Badge representing a harp to be worn on each side of collar ; Petty Officer's badge on left arm.

Band Corporal (L.S.).—Badge representing a harp to be worn on each side of collar ; Leading Seaman badge on left arm.

Enrolled Bandsmen.—Badge representing a harp to be worn on each side of collar.

NOTE.—Badges of rating worn on the arms to be midway between the elbow and the point of the shoulder.

General.

50. Bands of Divisions or Outlying Units are not to appear in uniform for any purpose without the consent of the Commanding Officer of the Division or Outlying Unit.

SECTION III.

Decorations and Medals.

51. Decorations and medals are to be worn in conformity with the King's Regulations and Admiralty Instructions.

52. The " Volunteer Officers' Decoration " and the " Long Service and Good Conduct Medal " will be granted under the following conditions :—

I.—DECORATION FOR OFFICERS OF THE ROYAL NAVAL VOLUNTEER RESERVE.

(1) *Eligibility.*—Volunteer Officers having 20 years' service (which need not be continuous) may be granted a decoration designated " The Volunteer

Digitized by Google

Officers' Decoration." Honorary Service will not be allowed to count except as provided in clause (*d*) with regard to Chaplains already serving. The following will be allowed to reckon towards the 20 years :—

(*a*) All service over 17 years of age as a Midshipman, R.N.V.R., and all commissioned service in the Royal Naval Volunteer Reserve, or in the disbanded Royal Naval Artillery Volunteers, and all commissioned service in the Army Volunteer or Territorial Force, or in a contingent of the Officers' Training Corps.

(*b*) Half the time served as a Petty Officer or a man of the Royal Naval Volunteer Reserve, or in the ranks of the late Royal Naval Artillery Volunteers, or of the Army Volunteer or Territorial Force, or as a cadet in a senior contingent of the Officers' Training Corps from the age of 17. Service in the ranks of a junior contingent of the Officers' Training Corps from the age of 15 will also count as half time, provided that the unit formed part of the organisation existing before 21st May, 1910.

(*c*) All previous service qualifying for the Colonial Auxiliary Forces Officers' Decoration.

(*d*) Chaplains will be eligible for the decoration, this being retrospective to the date of entry in the case of Chaplains already serving in the R.N.V.R.

(2) Officers who belonged either to the R.N.V.R., R.N.R., or R.N.A.S.B.R., as officer or man, on 4th August, 1914, may be allowed to count mobilised service in any branch of the Naval Forces (including that under special Naval engagements, T. 124 and its variants) or in the Army or Royal Air Force, from 4th August, 1914, to date of demobilisation or dispersal, as double in the case of officer's time or full in the case of man's time, for the purpose of reckoning eligibility for this decoration.

(3) Full mobilised service qualifying for the R.N.V.R. Medal shall be allowed to reckon as qualifying service for the R.N.V.R. Officers' Decoration instead of half such time under peace conditions.

(4) An officer who has previously been granted the R.N.V.R. Medal, and is subsequently granted the Volunteer Officers' Decoration, may wear both medal and decoration.

(5) Officers and men who transfer to the R.N.V.R. from the Territorial Force before completing time for the T.F. Decoration or Medal, and have not qualified for either in respect of service during the war, may be allowed to reckon any period counting towards those decorations for the Volunteer Officers' Decoration.

(6) *Applications.*—Applications for this decoration are to be made in writing by the Commanding Officer of each Division, and each case is to be supported by a statement of the applicant's service on Form R.N.V. 11. The decoration being granted as a reward for good and long service, Commanding Officers should in each case state in general terms the reasons which, in their opinion, give the applicant a claim to receive the decoration. Commanding Officers will forward their recommendations to the Admiral Commanding for the consideration of the Admiralty, and the decoration if awarded will be issued from the branch of the two services in which the officer shall have served the greater portion of his last 10 years of qualifying service.

(7) The letters " V.D." will be inserted in the Navy List against the name of the officer to whom the decoration is given.

(8) Any officer on whom this decoration has been conferred may be deprived of it, with the King's approval, if convicted of any act derogatory to his honour as an officer or a gentleman.

Digitized by Google

II.—Long Service and Good Conduct Medal.

(1) *Eligibility.*—Men of the Royal Naval Volunteer Reserve may be granted a medal for long service and good conduct after 12 years' service in the Volunteer or Territorial Forces, including service from the age of 15 in a Cadet Corps or Cadet Battalion of the Army Volunteers, provided that during such period of qualifying service, their character has never been assessed below "Very Good."

Only service as an "Efficient" will be allowed to count towards the qualifying period, but the service need not be continuous.

(2) Service with the Regular Forces, Militia or Special Reserve, will not be allowed to reckon towards the qualifying period, but all service with the Auxiliary Forces, including service qualifying for the Colonial Auxiliary Forces Long Service Medal, will reckon, provided that the last five years have been served in the Royal Naval Volunteer Reserve. For this purpose service in the disbanded Royal Naval Artillery Volunteers will reckon as service in the Royal Naval Volunteer Reserve.

Service in Boys' Companies will be allowed to reckon towards the grant of the medal, subject to the following rules :—

(*a*) To count his service as a boy he must enrol in the Royal Naval Volunteer Reserve, direct or through a Probationer Company, within six months of leaving the Cadet Company.

(*b*) He will not be permitted to count service before the age of 15.

(3) The medal may be granted to men who have quitted the force after completing 12 years' service. It may also be granted to a Commissioned Officer who has served as Warrant Officer, Petty Officer or man in the R.N.V.R., or as a non-commissioned officer or man in some other qualifying unit other than a Cadet Corps or Cadet Battalion, on completion of 12 years' combined service, provided that he is not eligible for the decoration for officers and provided that he was promoted to commissioned rank in the R.N.V.R. before 9th June, 1927.

Service in the ranks of a junior contingent of the Officers' Training Corps from the age of 15 will count as service provided the unit formed part of the organisation existing before 21st May, 1910, and the officer concerned entered the R.N.V.R. within six months of leaving the contingent.

(4) Men who belonged either to the R.N.V.R., R.N.R., or R.N.A.S.B.R. on 4th August, 1914, may be allowed to count mobilised service in any branch of the Naval Forces (including that under special Naval engagements, T.124 and its variants) or in the Army or Royal Air Force, from 4th August, 1914, to date of dispersal, as double time for the purpose of reckoning eligibility for this medal.

(5) Full mobilised service qualifying as above for the R.N.V.R. Medal shall be allowed to reckon as qualifying Service for the R.N.V.R. Officers' Decoration instead of half such time under peace conditions.

(6) The requirement that the last five years' qualifying service must be in the R.N.V.R. is abrogated in the case of those coming under the foregoing concessions.

(7) An officer who has previously been granted the R.N.V.R. Medal, and is subsequently granted the Volunteer Officers' Decoration, may wear both medal and decoration.

(8) Men who have been granted the R.N.V.R. Medal, and who have served for a further period which would have again qualified them for an award of a medal, may be awarded a clasp to the medal. The clasp may also be granted under the same conditions to officers who have received the medal, provided they are not eligible for the award of the Volunteer Officers' Decoration.

Digitized by Google

(9) Officers and men who transfer to the R.N.V.R. from the Territorial Force before completing time for the T.F. Decoration or Medal, and have not qualified for either in respect of service during the war, may be allowed to reckon any period counting towards those decorations for the R.N.V.R. Medal, provided the last five actual years have been served in the R.N.V.R.

(10) *Applications.*—Applications should be made on Form R.N.V. 12 to the Admiral Commanding, who will determine the validity or otherwise of any claim.

(11) *Forfeiture of Medal.*—When the conduct of a member after he has been awarded the medal is considered to be such as to disqualify him from wearing it, he may be deprived of it by the Admiral Commanding. The deprivation will be reported to the Admiralty.

(12) *Loss of Medal.*—When it is desired to replace a medal which has been accidentally lost by the holder, a declaration must be made before a Magistrate, or before a Commissioned Officer of the R.N.V.R., stating the circumstances in which the loss occurred, and the name, rank, and official number of the man to whom the medal belonged. This declaration will be sent to the Admiralty through the usual channel in the case of a man who is still serving, and direct in the case of one who has retired. The medal will be replaced, on payment, if the explanation as to its loss is considered satisfactory.

53.

Chapter V.—Permanent Staff.

SECTION I.

General.

54. The permanent staff of a Division comprises the Officer Instructor, Petty Officer Instructors, Civilian Writer, Shipkeepers and Caretakers, as shown in Table C, page 10.

(2) The conditions of service, including the remuneration of all members of the permanent staff are laid down by the Admiralty, and are in no circumstances to be varied without the prior approval of the Admiral Commanding.

Except as provided in Article **97** no entry or discharge of a member of the permanent staff is to be made without similar approval.

55. Officers, Petty Officers, and men of the permanent staff will be held responsible that they do not allow themselves to be complimented, either directly or indirectly, by presents or collective expressions of opinion from persons who are serving or who have served in the Division to which they are attached.

56. All accidents to, and cases of sickness of, members of the permanent staff are to be reported to the Admiral Commanding

Digitized by Google

and Accountant Officer, Naval Reserves, as they occur. A further report is to be forwarded when the officer or man concerned returns to duty.

(2) A report is to be rendered to the Admiral Commanding and Accountant Officer, Naval Reserves, upon each occasion of an Instructor being embarked for training with Volunteers, or sent for a course of instruction at a Naval Establishment, a similar report being rendered upon his return to duty.

57. While any member of the permanent staff is on leave or sick leave, proper arrangements must be made by the Commanding Officer for the efficient performance of his duties by other members of the staff.

58. Members of the permanent staff will receive their pay and allowances from the Accountant Officer, Naval Reserves, R.N. Barracks, Chatham, except as provided in clause (2).

(2) The pay and allowances due at date of discharge of any member of the permanent staff discharged dead or discharged insane, will not be paid by the Accountant Officer, Naval Reserves (nor by the Commanding Officer of the Division if the pay list has already been made out), but settlement will be effected by the Admiralty.

59.

60.

61.

62.

63.

SECTION II.

Officer Instructors.

64. Officer Instructors will be appointed by the Admiralty, being selected from Officers on the Active List of the Royal Navy of and below the rank of Commander.

(2) They will be borne on the books of H.M.S. " President II," and will receive the pay and allowances of their rank. Their conditions of service will continue to be governed by the King's Regulations and Admiralty Instructions as in the case of any other shore appointment. Applications for leave are to be submitted to the Admiral Commanding on Form S. 539.

(3) On relief, an Officer Instructor will be allowed seven days with his successor in order to permit of his duties, stores, &c., being properly turned over. The appointment of the relief will be dated accordingly.

Digitized by Google

65. Officer Instructors will not, as heretofore, receive Commissions as Commanders in the Royal Naval Volunteer Reserve, but will rank according to the dates of their commissions in the Royal Navy. The command of the whole Division will always devolve upon the Senior R.N.V.R. Officer.

(2) Time served by Officer Instructors will count as " service." (Article **248**, King's Regulations.)

(3) On the relief of an Officer Instructor, the Commanding Officer of the Division is to prepare a form of Certificate (in duplicate) on the lines of Form S. 450, showing the periods of the Officer's service as Officer Instructor, and the manner in which he has performed his duties. This Certificate is to be forwarded to the R.N.V.R. Committee for concurrence and for the approval of the Admiral Commanding. The original Certificate will then be issued to the officer, the duplicate being retained at the Admiralty for record.

(4) He is purely a Staff Officer, and is not entitled to take command of any of the R.N.V.R. when an officer of the Royal Naval Volunteer Reserve is present, except for the purpose of instruction.

66. Either before taking up his appointment, or within six months thereafter, at the discretion of the Commanding Officer, the Officer Instructor will be required to undergo a short course of Instruction in one of the Gunnery Schools.

67. An Officer Instructor is appointed to give instruction to the R.N.V.R. He is subject to the orders of the Commanding Officer of the Division, and he is required to assist him in carrying on the Naval duties of the Division and to keep him informed as regards all routine matters, such as stocktakings, musters, &c., but he is not to take part in the Civil affairs of the Division except where expressly authorised by these Regulations.

68. It is his duty to keep the sub-division Records of Service, and to make himself acquainted with all the members of the Division, their qualifications, &c. In the case of Outlying Units, the Records of Service may, at the discretion of the Commanding Officer of the Division, be kept by the Officers in command of such Outlying Units, but the Officer Instructor is to examine them periodically.

69. He is to superintend the drills and exercises of the Division, and is, under the Commanding Officer, to have control over the Petty Officer Instructors of the several sub-Divisions both as regards their discipline and duties as Instructors.

(2) He is to keep a diary in his own handwriting of the instruction imparted to the R.N.V.R. (on Form R.N.V. 5). The record of instruction should be entered in detail; details of Outlying

Digitized by Google

Units are to be obtained periodically and entered in this diary, which will then form a complete record of instruction in the whole Division.

(3) This diary, which is also to contain a monthly tabular statement showing the names of officers who have attended drill and the number of hours so employed, is to be transmitted through the Commanding Officer of the Division (who should note his approval or otherwise thereon) to the Admiral Commanding on the first day of every month.

70. He is responsible that the duties of the Petty Officer Instructors and of the permanent staff generally are properly performed, and that the drills are in accordance with those laid down for the Royal Navy.

(2) Should he have occasion, he is to report any misconduct or incompetence on the part of a Petty Officer Instructor to the Admiral Commanding through the Commanding Officer of the Division.

71. He is to pay at least two visits in each month to each Outlying Unit.

72. An officer of the R.N.V.R., who in the opinion of the Admiralty is duly qualified, may be appointed by the Admiralty to perform the duties of Officer Instructor during a vacancy, or when the latter officer is temporarily absent by Admiralty Order or upon certified sick leave, and may be granted the naval pay of his rank (together with lodging allowance, if actually put to extra expense in this respect owing to his instructional duties) for the period during which he is so employed.

73.

74.

SECTION III.

Petty Officer Instructors.

75. Petty Officer Instructors will be appointed in accordance with the following regulations.

76. The names of Chief Petty Officers and Petty Officers (holding the non-substantive rating of Gunner's Mate, Torpedo Gunner's Mate or Physical and Recreational Training Instructor), Chief Yeomen and Yeomen of Signals, Chief and Petty Officer Telegraphists, Chief and other Ordnance Artificers and Chief Armourers will, on application, be noted on a roster at the Naval depôts. Applications to be placed on the roster may be made any time after the applicant is within three years of completing time for pension, but, except as provided in Article **79**, no applicant will actually be

Digitized by Google

appointed until he is pensioned. If not selected for appointment within 12 months after being pensioned, the eligibility of applicants for appointments will normally lapse.

(2) Commanding Officers of Divisions are to make a report to the Admiral Commanding two months before the appointment of a Petty Officer Instructor is due to expire.

(3) Suitable men of very good character who have actually been pensioned will be selected for appointment from the depôt rosters, but Active Service ratings may be appointed in certain circumstances (*see* Article **79**). On taking up appointment, pensioners will be required to be in possession of the kit of the rating they last held in the Royal Navy.

(4) They will normally take up their appointments four days before their predecessors' period of service with the force expires, to allow of the duties, &c., being properly turned over.

(5) Petty Officer Instructors will normally be appointed for a period not exceeding three years; but in very exceptional circumstances, where this is strongly recommended, applications to extend the appointments from three to four years may be submitted to the Admiral Commanding by the Commanding Officers of the Divisions for consideration. Pensioner Instructors will be required to sign a non-continuous service engagement. During appointment, Pensioners will not in peace time be liable to be employed on other duties or to be drafted to sea. They will, however, be required to serve afloat for short periods, as necessary, with parties of volunteers embarked for training.

(6) Petty Officer Instructors who are members of the R.F.R. are exempt from reserve drill while employed as Instructors to the R.N.V.R.

77. Petty Officer Instructors will retain their Naval rating and be borne on the books of H.M.S. "President II."

(2) Their service certificate will be retained at the office of the Admiral Commanding.

(3) Medical history sheets are to be kept by the Medical Officers of Divisions, care being taken that when a Petty Officer Instructor is discharged, his medical history sheet is forwarded to the Admiral Commanding. The "original" dental history card, M. (D.S.) I., is to accompany the medical history sheet, and a record of any dental treatment is to be noted thereon.

78. The emoluments and conditions of service of Pensioner Petty Officer Instructors are as follows:—

(1) *Pay.*—They will receive pay at a flat rate of 10*s.* 6*d.* a day in addition to their pension. This flat rate is inclusive, and non-substantive pay, badge pay, kit upkeep, lodging and provision

Digitized by Google

allowances will not be payable in addition thereto. Marriage allowance will, however, be payable under the usual conditions.

(2) *Quarters.*—Where quarters for a Petty Officer Instructor are provided, the inclusive rate of pay will be reduced by such amount as the Admiralty may determine. If quarters are also provided for the Petty Officer Instructor's family, a further deduction of 7*s.* a week will be made from marriage allowance in accordance with Article **1767**, Clause 10, King's Regulations and Admiralty Instructions.

Petty Officer Instructors who are subject to the deduction in respect of quarters provided at their place of duty will continue to be subject to this deduction if they should be sent to one of H.M. Ships or to a Naval Hospital or other Naval Establishment.

(3) *Medical Treatment.*—(*a*) Petty Officer Instructors will be eligible for medical attendance and dental treatment at the public expense.

(*b*) In cases where an Admiralty surgeon and agent is the nearest medical practitioner, or resides less than one mile from the patient's house, such surgeon and agent will attend on the requisition of the Commanding Officer on Form M.211.

(*c*) In other cases a local medical practitioner (where possible one who resides within a mile of the house) is to be employed, the rate of charge not to exceed that authorised by Article **1440**, King's Regulations and Admiralty Instructions.

(*d*) Dental treatment will be carried out by dental surgeons (civil) adjacent to the different headquarters, particulars being reported to the Admiralty.

(*e*) Petty Officer Instructors will be eligible for free treatment and maintenance in Naval hospitals, but as their rate of pay includes provision for the cost of victualling, a charge will be made for their subsistence in a Naval hospital. The amount of this charge will be fixed from time to time and will be promulgated in Admiralty Fleet Orders.

(*f*) Pensioner Petty Officer Instructors in receipt of long service pensions who may be invalided, will not be eligible for the invaliding benefit of 28 days' pay authorised by Article **1588** of the King's Regulations and Admiralty Instructions unless the invaliding is due to insanity, but are to be discharged and cease pay as from the date of medical survey.

(4) *Victualling when Embarked, &c.*—When embarked in H.M. Ships or attending a course at a Naval Establishment, Petty Officer Instructors will be borne nominally on the books of the ship or depôt, and victuals will be issued on a repayment basis at the

Digitized by Google

then current rates, repayment being effected by stoppage from pay, which will continue in issue by the Accountant Officer, Naval Reserves.

(5) *Uniform.*—The Instructors will wear the uniform of Chief Petty Officer, R.N., being supplied free on first appointment with such articles as are required to complete the kit of the rating they last held in the Royal Navy to that of Chief Petty Officer. The rate of pay being inclusive, they will thereafter be required to maintain this uniform at their own expense, but will be allowed to purchase articles from Admiralty stocks.

Demands for clothing on repayment are to be scrutinised and countersigned by the Officer Instructor, who is to satisfy himself that the articles are necessary and are required for the personal use of the rating concerned, and then passed to the Accountant Officer of the Division, who will include the necessary items in his periodical demands for clothing on the Royal Victoria Yard, Deptford. Issues are only to be made for cash, and the amounts received are to be taken on charge in Cash Account No. 1.

(6) *Travelling Expenses and Conveyance of Furniture.*—*See* Article **379.**

(7) *Leave.*—Leave, including sick leave, will be granted on the scale laid down in the King's Regulations and Admiralty Instructions for men serving in Shore Establishments.

(8) *Pension.*—Time served as Petty Officer Instructor to the R.N.V.R. will not count towards increase of pension.

79. In the event of pensioned ratings not being available on depôt rosters, suitable Active Service ratings who are within three years of completing time for pension will be drafted as Instructors to the R.N.V.R.

(2) Active Service ratings so drafted will continue to serve under their current R.N. engagements and under normal Naval conditions. They will receive Active Service rates of pay and allowances until they complete time for pension, and their service as R.N.V.R. Instructors prior to pensioning will count for pension purposes. On being pensioned they will, if retained for further duty as Instructors, execute N.C.S. engagements and be paid at the rate laid down in Article **78.** Their subsequent service will not reckon for increase of pension (*vide* Article **78**, clause (8)).

(3) The duration of their appointments will be governed by Article **76**, clause (5).

80. Petty Officer Instructors are to give instruction to the R.N.V.R. under the direction of the Officer Instructor. They are subject to the command of their Superior Officers of the R.N.V.R., and are to assist them in carrying on their Naval duties, but they are not to take any part in the Civil affairs of the Division.

Digitized by Google

(2) They may be employed on clerical work, supervision of repairs and general duties connected with the Division under the authority of the Officer Instructor, and, with the consent of the Officer Instructor, subject to the approval of the Commanding Officer, on duties connected with the custody and issue of clothing under the supervision of the Accountant Officer. The Commanding Officer will, of course, ensure that their instructional duties are not interfered with.

(3) They are purely Staff Petty Officers, and are not entitled by virtue of their Naval rank to take the command of any of the R.N.V.R. when a Petty Officer of the force is present, except for the purpose of instruction.

(4) They are to consider the Officer Instructor as their immediate superior, and apply to him in all matters that may be necessary.

(5) They are expected on all occasions to set an example to the R.N.V.R., and they will only be allowed to retain their positions so long as they conduct themselves, and perform their duties, satisfactorily.

(6) Each Petty Officer Instructor is to keep such record of the drills carried out under his supervision as the Officer Instructor may require (*see* Article **69**, clause (2)).

81. Torpedo Instructors are to visit a Torpedo School annually in order to keep in touch with the latest development.

(2) The visit will last for five days, and instructors may be sent as convenient, except when the schools are closed for leave or manœuvres, arrangements being made between the Commanding Officers of the respective Divisions and the Captain, H.M.S. "Vernon."

(3) Instructors from London, Tyne and Sussex Divisions are to be sent to H.M.S. "Vernon," and those from Severn, Mersey, Clyde, East Scottish and Ulster Divisions to H.M.S. "Defiance."

82. Ordnance Artificer Instructors are, under the direction of the Officer Instructors, to carry out the duties of examining and repairing the guns, mountings, small arms, &c., supplied to the Divisions.

Their services are also to be utilised for giving instruction to the R.N.V.R. in gun-mountings, breech-fittings, &c., the occasions being noted in the Officer Instructor's diary.

83.

84.

85.

86.

87.

Digitized by Google

88.
89.
90.
91.
92.
93.
94.
95.
96.

SECTION IV.

Shipkeepers.

97. Shipkeepers and Caretakers are appointed on a civilian basis at rates of pay fixed by the Admiralty from time to time. This rate of pay is not to be varied or supplemented without prior Admiralty sanction.

When vacancies within the authorised complement occur, suitable ex-Service ratings are to be entered direct by Commanding Officers of Divisions, the dates of discharge and entry being reported to the Admiral Commanding and the Accountant Officer, Naval Reserves, immediately the change occurs. The Service Certificate of the newly entered man is to be forwarded to the Admiral Commanding at the same time.

Pay will commence only from the date on which duty is actually taken up and appointments are not to overlap, *i.e.*, pay is not to be issued to the new entrant until his predecessor has vacated the appointment.

(2) The appointments of Shipkeepers and Caretakers will ordinarily be terminated when they reach the age of 60 years. In special cases service may be extended year by year up to the age of 65 years, provided that at 60, and annually from that time, retention is recommended to the Admiral Commanding by the Commanding Officer of the Division concerned; but in no case will an extension be granted beyond the age of 65. A medical certificate stating that the man in question is physically fit to continue the work on which he is employed must accompany every application for an extension.

(3) Shipkeepers and Caretakers may be allowed a maximum period of 14 days' leave with pay in each year, at the discretion of the Commanding Officers of the Divisions to which they are attached.

(4) Those who have completed six months' service as such may be granted sick leave with pay, less the normal amount of sickness

Digitized by Google

benefit under the National Health Insurance Acts, for a period not exceeding 8 weeks in any period of 12 months. For this purpose the normal amount of sickness benefit will be that payable in respect of a fully insured male person, and the deduction will be made in every case without regard to whether benefit is actually received, or to the rate actually drawn.

In cases of absence on account of injury on duty in respect of which a shipkeeper is entitled to compensation or hurt pay under the Workmen's Compensation Acts or the Government Schemes framed thereunder, and is thus ineligible for sickness benefit under the National Insurance Acts, sick pay within the above limits may be allowed (where this is more favourable than the compensation rate) without deduction of prospective benefit, the man being informed that such pay is inclusive of the compensation payable. The waiver of deduction of sickness benefit will not, however, apply during periods when compensation is not payable (*e.g.*, the first three days of absence, when compensation is not due under proviso (*a*) to Section 9 (1) of the Workmen's Compensation Act, 1925).

Any period during which sick pay, inclusive of compensation as above, has been allowed for injury leave, will be counted as part of the sick leave allowance of eight weeks prescribed above. When, however, the effect of this rule is to render a shipkeeper ineligible for further sick pay leave during any subsequent absence within 12 months due to ordinary illness, the following payment may be made in respect of such absence, *viz.*, sick pay, at a rate not exceeding the amount of compensation payable under the Workmen's Compensation Acts (or Schemes) during the former absence due to injury (less the deductions ordinarily required from sick pay), but only for a period not exceeding that for which sick pay *inclusive of compensation* was allowed during the former absence.

(5) *Travelling and Removal Expenses.—See* Article **379** (2).

98. Shipkeepers and Caretakers are responsible for the maintenance of the Drill Ships or shore establishments in an efficient condition, and are also to carry out watchkeeping.

99. Shipkeepers and Caretakers are to wear a special uniform consisting of a blue serge double-breasted eight-button coat with a gold anchor on each side of the collar, blue serge waistcoat and trousers, and cap similar to that worn by Chief Petty Officers but with a gold anchor in lieu of the ordinary badge. White collars and black ties are to be worn with this uniform.

(2) On appointment, Shipkeepers and Caretakers will be supplied with the following free kit :—

Blue serge working dress as described above ..	2 suits.
Blue combination suits	2 ,,
Cap and anchor badge	1
Cap covers, white	2
Half-boots	1 pair.

Digitized by Google

(3) They will also receive an allowance to assist in the upkeep of this kit. The actual rate of the allowance will be dependent upon the issuing prices of clothing and will be promulgated from time to time by means of Fleet Orders.

(4) A Shipkeeper or Caretaker who voluntarily vacates his appointment, or who is discharged for misconduct or on account of sickness within his own control, within 12 months of being appointed will be required to refund the value of the kit supplied. The form of receipt given on supply of the kit is to contain an undertaking to this effect. A Shipkeeper who is re-engaged within one year of previous service as a Shipkeeper, and who has not refunded the value of his kit as provided for above, is not to be supplied with a new kit at the public expense.

(5) The men will receive their kits through the Accountant Officer of the R.N.V.R. Division to which they are attached, who will include the necessary items in his periodical demands for clothing on the Royal Victoria Yard, Deptford, the caps and blue serge suits required for shipkeepers being specially indicated on the demand to ensure the correct pattern being supplied. Duly completed self-measurement forms are to accompany the demands as usual. The Accountant Officer is to show the gratuitous issues to the Shipkeepers, &c., separately in his Clothing Account.

(6) Shipkeepers and Caretakers will be allowed to purchase on repayment from service stocks, through the Accountant Officer of the Division to which they are attached, articles required to maintain their kit. Commanding Officers of Divisions are responsible that only such articles as may actually be necessary to keep the kit complete are demanded.

100.

SECTION V.

Civilian Writers.

101. Civilian Writers are appointed to the permanent staff of Divisions at a rate of pay fixed by the Admiralty from time to time. This rate of pay is not to be varied or supplemented without prior Admiralty sanction.

(2) The appointments will ordinarily be terminated when the holders reach the age of 60 years. In special cases, however, extensions may be granted to the age of 65 under the conditions laid down in Article **97,** clause (2), for Shipkeepers.

102. Civilian Writers may be allowed a maximum period of 18 days' leave with pay in each year at the discretion of the Commanding Officers of the Divisions to which they are attached.

Subject to a qualifying period of 6 months' service, and to deductions under the provisions of the National Health Insurance

Digitized by Google

Acts, sick leave with pay may be allowed for a period not exceeding 10 weeks in any period of 12 months.

(*See* Article **97**, clause (4), which also applies with the exception that the prescribed sick leave allowance is 10 weeks and not 8 weeks as in the case of Shipkeepers.)

103. The Civilian Writer is required to perform the clerical work entailed in the administration of the Division, and is, under the direction of the Accountant Officer, to give instruction to the R.N.V.R. Writers (*see* Appendix C, Section VII, paragraph 1 (*b*)).

Chapter VI.—Entry and Appointment of Officers.

General.

104. All officers of the Royal Naval Volunteer Reserve are appointed by the Admiralty and receive appointments, warrants or commissions in the same manner as officers of corresponding rank in the Royal Navy.

(2) All candidates recommended by the R.N.V.R. Selection Committee will be nominated by the Admiral Commanding for appointment, warrant or commission.

105. Officers who have resigned their commissions in the R.N. or R.N.R. may apply for entry in the R.N.V.R.

(2) Officers on the Retired or Emergency List, R.N., or the Retired List, R.N.R., may similarly apply for entry.

(3) Officers entered in the R.N.V.R. under clauses (1) and (2) will not as a general rule be appointed in a higher rank than that of Lieutenant, R.N.V.R.

(4) In the event of officers on the Retired or Emergency List, R.N., or the Retired List, R.N.R., being called into active employment in time of war or emergency, officers appointed to the R.N.V.R. under clause (2), will revert to the R.N. or the R.N.R., as the case may be.

(5) The rules for the counting of time served in the R.N.V.R. by Retired Officers, R.N., and for the issue of pay during training or service in the Royal Navy as R.N.V.R. Officers in time of peace, will be found in Article **360**, clauses (3) and (4).

(6) No applicant will be appointed if his usual or intended place of residence is outside the United Kingdom.

106. Commanding Officers of Divisions are to submit, through the R.N.V.R. Committee for the consideration of the Admiral Commanding, the names of persons whom they recommend for appointment or promotion as officers in their Divisions.

Digitized by Google

(2) In the case of gentlemen who are recommended for first appointment, the application is to be forwarded on form R.N.V. 4, duly completed.

(3) R.N.V.R. ratings of all branches who fulfil the necessary qualifications may be considered with others for commissioned rank to fill vacancies in the establishment.

(4) Warrant Officers will be chosen only from ratings.

107. All officers will enter for General Service and will be available to serve wherever they may be required.

(2) Officers will not be required to enter for any fixed period.

(3) No applicant will be appointed to the R.N.V.R. unless he is of pure European descent, and the son of either natural-born or naturalised British subjects. In doubtful cases, the burden of clear proof will rest upon the candidate (the parent or guardian of candidates under the age of 21).

Candidates who possess a foreign, as well as British, nationality may, in certain cases, be regarded as ineligible for entry. An early decision from the Admiralty should be sought as to the eligibility for entry of prospective candidates possessing double nationality.

In the event of an officer after appointment becoming a naturalised foreign subject it will be his duty to report the fact forthwith to the Admiral Commanding through his Commanding Officer, and to resign his commission.

(4) All candidates for entry must satisfy—

(*a*) A Medical Board that they are physically fit for service in the branch which they wish to enter.

(*b*) A Selection Board composed of members of the R.N.V.R. Committee that they have the qualifications required of an officer. In the case of :—

(i) Engineer Officers, the Engineer-in-Chief will be represented on the Committee.

(ii) Accountant Officers, the Paymaster Director-General will be represented, together with the senior Accountant Officer on the staff of the Admiral Commanding.

(iii) Medical Officers, the Medical Director General will be represented.

(5) It is a condition of service in the R.N.V.R. that officers shall have been vaccinated, and that they shall consent to be re-vaccinated or inoculated if considered necessary. (*See* Article **256.**)

108. Officers will be entered by the Selection Board in the particular branch of the R.N.V.R. for which they are best fitted.

Digitized by Google

In exceptional cases they will be allowed to exchange into another branch at the discretion of the Admiral Commanding.

(2) All officers will be entered on probation and will not be confirmed until they have—

(*a*) Served for one year as probationary.
(*b*) Completed the prescribed period of training (except in the case of Probationary Chaplains, who perform no training).
(*c*) Been recommended as suitable by the Commanding Officer of H.M. Ship or establishment in which the training was performed, and the Commanding Officer of their Division.
(*d*) In the case of Probationary Surgeon Sub-Lieutenants, reached the age of 21.

(3) Exception will, however, be made in the case of those officers who served afloat during the war as officers in the R.N., R.N.R., or R.N.V.R., and such officers may count their service before and during the late war towards their seniority in the permanent R.N.V.R. provided that they do not enter senior to any pre-war R.N.V.R. officer of similar rank.

(4) Officers who joined the R.N., R.N.R., or R.N.V.R. during the war, but who performed no sea service, will be required to enter as Probationers, and will not count their war service towards their seniority in the R.N.V.R. except at the discretion of the Admiral Commanding.

Executive Officers.

109. The age for officers on first appointment to the Executive Branch will be—

Probationary Midshipman	17 to 21
Probationary Sub-Lieutenant	21 to 24

NOTE.—The maximum age of entry as Midshipman and the minimum age of entry as Sub-Lieutenant will be similar to that laid down as the minimum age for promotion to Acting Sub-Lieutenant in the R.N.R., the latter being subject to periodical revision in order that it may approximate to the age at which Midshipmen R.N. are being promoted.

(2) Executive Officers will be entered in one of these ranks, preferably as Midshipman.

(3) In special cases officers between the ages of 24 and 28 may be entered as Probationary Lieutenant, at the discretion of the Admiral Commanding.

Engineer Officers.

110. Engineer Officers who are qualified and experienced in internal combustion engines will be entered, but the branch may be opened to other Engineers subsequently as requirements arise.

Digitized by Google

(2) Officers will be entered as Probationary Engineer Lieutenant subject to the following qualifications :—

(*a*) Age between 23 and 28 years.

(*b*) Possession of satisfactory records and qualifications which must include—

(i) Workshop service as defined below.

(ii) The possession of a University degree in Engineering, a diploma or certificate in Engineering, of a recognised Engineering Institution ; or, alternatively, satisfactory replies to the questions of a general Mechanical Engineering paper set at the Admiralty.

Workshop Service.—The workshop service of a candidate must have been performed in works where steam engines, boilers, &c., or internal combustion engines are made or repaired. No time served before the age of 15 will be counted.

Not less than two years of the apprentice time must have been spent at fitting, erecting, or repairing engines and machinery either in works or outside. The remaining two years may be made up of time spent in engine works at fitting, erecting, or repairing engines and machinery or at one of the other branches of the trade given below, or at an approved technical school ; the time so spent to count as follows :—

Fitting, erecting, repairing or turning	Full time.
Working in drawing office ..	Full time up to one year, and beyond one year one-half time.
Pattern-making	One-half time with a maximum allowance of one year.
Planing, slotting, shaping, and milling	One-third time.
Boiler-making or repairing ..	One-half time.
Smith work	One-half time with a maximum allowance of one year.
Coppersmith work	One-third time with a maximum allowance of six months.

Workshop service other than the above may be accepted if it is considered by the Admiralty useful and equivalent training for an Engineer. For each 12 months of such service accepted the candidate must have performed at least an additional three months' service on marine engines, either in the works or on regular watch in the main engine-room or on day work at sea.

Service in a colonial or foreign workshop will not be accepted unless the Admiralty is satisfied in each case that its value is sub-

Digitized by Google

stantially equivalent to that of service performed in the United Kingdom.

Time spent after the age of 15 at an approved technical day school where there is an engineering laboratory, may be taken into account and accepted as equivalent to artisan service, usually at the ratio of three years in the technical school to two in artisan service, provided that the applicant has taken the full engineering course and can produce the Principal's certificate for regular attendance at all the approved classes and for satisfactory progress; and provided also that the remaining portion of the time has been spent in works where engines, boilers, &c., are made or repaired, in accordance with the scale of values indicated above.

Special Branch.

111. The Special Branch of the R.N.V.R. will consist of those officers who have no qualifications for and are not required to perform Executive, Engineering, Medical, Accountant or Chaplains' duties, but who are required by the Navy as specialists in certain subjects such as Civil Engineers, Chemists, Designers, Professors, Artists, Interpreters, &c.

(2) Special Branch Officers will have executive titles and will be entered in the confirmed rank of Lieutenant (Sp.). Age on entry will be at the discretion of the Admiral Commanding.

Medical Branch.

112. Officers will be entered as Probationary Surgeon Lieutenants. Age on entry 21 to 32.

(2) Candidates must be registered under the Medical Act in force as qualified to practice Medicine and Surgery in Great Britain and Ireland. In applying, full particulars of Medical qualifications are to be stated.

(3) When selecting Medical Practitioners for appointment as Surgeons and Agents, or similar posts, the Admiralty will give preference to candidates who hold commissions in the R.N.V.R.

(4) *Probationary Surgeon Sub-Lieutenants.*—Medical Students attached to a leading Medical School who have passed their Intermediate Examination in Anatomy and Physiology but who are not fully qualified Medical Practitioners are eligible for appointment as Probationary Surgeon Sub-Lieutenants, R.N.V.R., if not less than 19 or more than 26 years of age.

NOTE.—Upon obtaining full qualifications as Medical Practitioners, Probationary Surgeon Sub-Lieutenants or Surgeon Sub-Lieutenants who desire to remain in the R.N.V.R. may be promoted to the rank of Probationary Surgeon Lieutenant or Surgeon Lieutenant and placed on List I or List II, at their option and at the discretion of the Admiralty, provided vacancies exist. Time served and training performed as Probationary Surgeon Sub-

Digitized by Google

Lieutenant will in such circumstances be allowed to count for confirmation as Surgeon Lieutenant under Article **108,** clause (2).

Should they, however, desire to enter as candidates for appointment as Surgeon Lieutenants, Royal Navy, they will be credited at the entrance examination with additional marks on a similar scale to that now laid down for candidates who have served in the Officers' Training Corps, *viz.*, 1 per cent. of the maximum number of marks allotted will be credited to candidates in possession of the Hospital Course certificate, and 2 per cent. to those in possession of the certificate for the Man-of-War Course.

Dental Branch.

113. Officers will be entered as Probationary Surgeon Lieutenants (D) except in the case of those who served as Dental Officers during the war. Age on entry 21 to 30.

(2) Candidates must be qualified and registered under the Dental Act in force as qualified to practise Dental Surgery in Great Britain and Ireland. In applying, full particulars of qualifications are to be stated.

Accountant Branch.

114. Officers will be entered as Probationary Paymaster Sub-Lieutenants between the ages of 21 and 25.

(2) Candidates will be required to be of good education and possessed of business qualifications and experience, and must be nominated by the Commanding Officer of the Division concerned.

(3) In special cases officers between the ages of 25 and 32 may be entered as Probationary Paymaster Lieutenants, at the discretion of the Admiral Commanding.

Accountant Branch (List II).

115. Officers of this branch (who are required for Clerical (Non-Accountant), Confidential Book and Coding duties) will be entered as Probationary Paymaster Sub-Lieutenants. Age on entry 21 to 25.

(2) Candidates must possess good educational qualifications, such as matriculation or the passing of an Oxford or Cambridge local examination, and produce very good testimonials from the business in which they are employed.

Chaplains Branch.

116. Officers will be entered as Probationary Chaplains with the same status as Chaplains, R.N. Ages on entry not to exceed 40, except at the discretion of the Admiral Commanding.

Temporary Commissions in Time of War or Emergency.

117. The Admiralty have power to grant temporary commissions in the R.N.V.R. in such ranks as may be deemed appropriate to persons not belonging to the Reserve, who volunteer to serve in

Digitized by Google

times of emergency, either with or without the issue of a Proclamation calling out the R.N.V.R.

(2) Temporary Officers of the R.N.V.R. will be entitled while so employed to the rank, pay and allowances of the corresponding ranks in the Royal Naval Volunteer Reserve, or to such special pay and allowances as may be decided upon at the time of the engagement.

(3) Temporary Officers of the R.N.V.R. while employed as such will be treated in all other respects and be subject to the same regulations as officers of the R.N.V.R.

Interpreters.

118. Officers of the R.N.V.R. are eligible to qualify for the grade of interpreter, and, when called out for war service, may be appointed as such, in the languages mentioned in the King's Regulations and Admiralty Instructions and subject to the same conditions therein laid down for R.N. and R.M. officers, except that R.N.V.R. officers will not be allowed to study abroad on full pay or be eligible to receive gratuities on qualifying.

(2) R.N.V.R. officers are also not entitled to repayment of travelling expenses incurred in attending examinations for qualification as interpreter.

Honorary Commissions.

119. Each Division is allowed an Honorary Commander, and such Honorary Lieutenant-Commanders, Lieutenants, Sub-Lieutenants, Engineer Commanders, Engineer Lieutenant-Commanders, Engineer Lieutenants, Chaplains, Surgeon Commanders, Surgeon Lieutenant-Commanders, Surgeon Lieutenants and Surgeon Lieutenants (D) as the Admiralty may think fit to sanction on the recommendation of the Admiral Commanding.

(2) Such officers may wear the uniform of their respective ranks on state and other ceremonial occasions within the British Empire ; if worn, it must be that which is appropriate to the occasion.

(3) Honorary Commissions are restricted to gentlemen who, in the opinion of the Admiralty, have rendered such exceptional service in promoting the interests of the R.N.V.R. as to merit recognition by the award of an honorary commission.

(4) Honorary Commissions as Captain and Surgeon Captain may be granted to Honorary Officers who fulfil the following conditions :—

(*a*) Must have held a commission as Honorary Commander or Honorary Surgeon Commander for five years.

(*b*) Must be recommended by the Admiral Commanding, and have performed specially good service in the interests of the R.N.V.R. or the Admiralty.

Digitized by Google

Chapter VII.—Qualifications and Promotion of Officers.

General.

120. Officers of all branches on the Active List below the rank of Captain will, if qualified by the following Regulations, be eligible for promotion to the higher ranks, at the discretion of the Admiralty.

(2) The date of seniority of officers promoted will be the date on which their promotion was approved by the Admiralty, unless directions are given to the contrary.

(3) The Admiralty reserve to themselves the power of promoting officers of all branches to a higher rank, if considered deserving of the advancement on account of specially good service, although they may not have all the necessary qualifications as defined below.

(4) The Admiralty also reserve to themselves the power, where they consider it necessary in the interests of the R.N.V.R., and where such a course is recommended by the R.N.V.R. Committee, of granting the rank of Captain, R.N.V.R., to an officer selected for the command of a Division, irrespective of whether he has previously held a commission in the R.N.V.R. or not.

121. R.N.V.R. officers who shall have displayed zeal in promoting the efficiency of the Reserve will be favourably considered for advancement, either on the Active List or in retired rank when placed on the Retired List.

122. Subject to vacancies existing in the establishment, promotion to Commander and Captain in all branches will be made half-yearly on the same dates as for R.N. promotions, viz., 30th June and 31st December.

123. The ages and lengths of service laid down as qualifications for promotion may be altered from time to time, at the discretion of the Admiralty, in order to approximate to those in force for R.N. officers.

124. In the case of officers on List II., where the Commanding Officer of the Division is unable to give any opinion from personal knowledge, suitability for promotion will be judged on naval reports and qualifications.

125.

Qualifications for Promotion.

Military Branch—Executive Officers.

126.—(1) *Warrant Officers.*—Will be eligible for promotion to Commissioned Officer from Warrant rank under the same rules as are laid down for corresponding ranks in the R.N.

Digitized by Google

(2) *Midshipman to Acting Sub-Lieutenant.* Must have—

(*a*) Attained the age of 20 years.

(*b*) Performed the obligatory Naval training laid down in Article **231,** and been well reported on.

(*c*) Passed a qualifying examination in seamanship at Headquarters.

(*d*) Regularly attended instruction and lectures at Headquarters in pilotage and gunnery, and qualified as " efficient " under Article **205.**

(*e*) Been recommended by the Commanding Officer of his Division.

NOTE (i).—The age at (*a*) may be altered from time to time to approximate to the age for promotion of Midshipmen, R.N.

NOTE (ii).—The standard of the examination at (*c*) will be laid down by the Admiral Commanding.

(3) *Acting Sub-Lieutenant to Sub-Lieutenant.* Must have—

(*a*) Served for one year as Acting Sub-Lieutenant.

(*b*) Performed the obligatory Naval training laid down in Article **231,** and been well reported on.

(*c*) Qualified as " efficient " under Article **205.**

(*d*) Been recommended by the Commanding Officer of his Division.

(4) *Probationary Sub-Lieutenant to Sub-Lieutenant.* Must have—

(*a*) Served for one year as Probationary Sub-Lieutenant.

(*b*) Performed the obligatory Naval training laid down in Article **231,** and been well reported on.

(*c*) Passed a qualifying examination in seamanship at Headquarters.

(*d*) Regularly attended instruction and lectures at Headquarters in pilotage and gunnery, and qualified as " efficient " under Article **205.**

(*e*) Been recommended by the Commanding Officer of his Division.

NOTE.—The standard of the examination at (*c*) will be laid down by the Admiral Commanding.

(5) *Sub-Lieutenant to Lieutenant.*

Class I.—Those who have obtained a Board of Trade Yachtmaster's or superior certificate.

Must have—

(*a*) Served for two and a half years as Sub-Lieutenant, including acting or probationary time;

(*b*) Performed the requisite obligatory Naval training as Sub-Lieutenant, and been well reported on;

(*c*) Passed a qualifying examination in Pilotage and Gunnery;

(*d*) Been recommended by the Commanding Officer of his Division.

Digitized by Google

Class II.—i.e., Sub-Lieutenants other than those included under Class I. Must have—

(*a*) Served for three years as Sub-Lieutenant, including acting but *not* probationary time;
(*b*) Performed the requisite obligatory Naval training as Sub-Lieutenant, and been well reported on;
(*c*) Passed a qualifying examination in Pilotage and Gunnery;
(*d*) Been recommended by the Commanding Officer of his Division.

NOTE (i).—The examinations in Pilotage and Gunnery will be held in "Dryad" and "Excellent" respectively, at the conclusion of courses of 7 days' duration in each subject.

NOTE (ii).—The seniority as a Lieutenant of an officer entered as a Probationary Midshipman may be ante-dated for any period up to a maximum of six months, at the discretion of the Admiralty, on the special recommendation of the Admiral Commanding.

(6) *Lieutenant to Lieutenant-Commander.*—Promotion will be granted automatically on attaining eight years' seniority as Lieutenant, provided that an officer has performed the requisite Naval training. Probationary time served will count towards seniority in the confirmed rank.

(7) *Lieutenant-Commander to Commander.*—Promotion will be governed by selection from among these qualified.

Must have—
(*a*) Served for 11 years as Lieutenant and Lieutenant-Commander.
(*b*) Performed the requisite Naval training.
(*c*) Taken an active part in the R.N.V.R.

Must be—
(*d*) Not less than 34 years of age.

(8) *Commander to Captain.*—Promotion will be governed by selection from among those qualified.

Must have—
(*a*) Four years' service as Commander.
(*b*) Performed the requisite naval training.
(*c*) Taken an active part in the R.N.V.R.

Must be—
(*d*) Not less than 40 years of age.

(9) *Commodore, 2nd Class.*—(*a*) The rank of Commodore, 2nd Class, is an honorary rank which may be granted in recognition of good service to a senior Captain on the Active List.

(*b*) The rank does not entitle an officer to seniority which he does not possess as Captain, or to an appointment as Commodore if "called out," nor does it confer any right to hoist a broad pennant or to claim a salute.

(*c*) The rank of Commodore will be retained on retirement.

Digitized by Google

Special Branch.

127. Promotions will be made under the same regulations as are laid down for the corresponding ranks of Executive Officers (*see* Article **126**), except that in the case of Special Branch Officers it will not be necessary for them to carry out Naval training.

Engineer Branch.

128. Probationary Engineer Lieutenants will be confirmed as Engineer Lieutenants after 12 months if recommended by the Commanding Officer of the ship in which training was carried out. The same rules apply for promotion to Engineer Lieutenant-Commander as are laid down for Executive Officers. (*See* Article **126.**)

Medical and Dental Branch.

129. Promotion to the rank of Surgeon Lieutenant-Commander and Surgeon Lieutenant-Commander (D) will be made when officers have attained the seniority required for similar promotions in the Royal Navy, provided they have completed the requisite Naval training.

(2) Promotion to the rank of Surgeon Commander will be made by selection from officers who have completed the requisite Naval training, and who have attained, as a minimum, the seniority required for similar promotions in the Royal Navy.

(3) Promotion to the rank of Surgeon Captain will be by selection.

Accountant Branch.

130. *Paymaster Sub-Lieutenant to Paymaster Lieutenant.*—Promotion will be granted after two years' service as Paymaster Sub-Lieutenant (including probationary time), provided that the requisite Naval training has been performed and routine duties at Headquarters carried out (*see* Article **238** (1)), and the officer is recommended by the Commanding Officer of his Division.

(2) *Paymaster Lieutenant to Paymaster Lieutenant-Commander.*—The same rules will apply as are laid down for officers of the Executive Branch. (*See* Article **126** (6).)

(3) *Paymaster Lieutenant-Commander to Paymaster Commander* (Officers on List I. only).—Promotion will be governed by selection from among those qualified.

Must have—

(*a*) Twelve years' total time as Paymaster Lieutenant-Commander and Paymaster Lieutenant.

(*b*) Performed the requisite naval training.

(*c*) Taken an active part in the R.N.V.R.

(4) Accountant Officers on List II. will not be eligible for promotion to the rank of Paymaster-Commander. (*See* Article **190.**)

Digitized by Google

131.

132.

133.

134.

135.

136.

137.

Chapter VIII.—Entry, Qualification, Confirmation and Promotion of Ratings.

SECTION I.

Entry of R.N.V.R. Men.

General.

138. The Royal Naval Volunteer Reserve of men is composed of the following branches :—

Seaman (including Buglers).
Signal.
Wireless Telegraphy.
Engine Room Artificer, Electrical Artificer, and Ordnance Artificer.
Motor Mechanic.
Artisan.
Writer.

(2) All R.N. ratings in the above branches will be represented in the R.N.V.R., except that Boys and 5th class Artificers and Artisans will not be entered ; neither will advancements to Chief Artificer nor Chief Artisan rates be permitted at present.

NOTE.—A temporary scheme for the entry of Boys 1st class may be approved by the Admiralty when the numbers of seaman ratings borne are below establishment.

(3) Seamen, Signalmen, and Telegraphists will enter as Ordinary Seamen for General Service.

Seamen will be selected for their special branch after having attained the rating of Able Seaman.

Ordinary Seamen will be allocated to the Signal and Telegraphist Branches on completing 20 drills, and passing a simple seamanship examination at Headquarters before their first period of training afloat.

Digitized by Google

(4) Ratings other than Seamen, Signalmen and Telegraphists will be entered in the lowest man's rate of their branch obtaining in the R.N., except that Artificers and Artisans will not be entered below 4th class.

139. All R.N.V.R. Seamen will be required to qualify in a special subject during their first period of service; they will subsequently be allowed to volunteer to qualify for non-substantive rates according to requirements.

140.

141. The following are not to be enrolled in the R.N.V.R. :—

(1) Men who are serving, or bound to serve, in any other of His Majesty's Forces.
(2) Men eligible for the Royal Fleet Reserve.
(3) Men serving in Dockyard tugs and craft.
(4) Men on the Established List of one of H.M. Naval Establishments.
(5) Indentured apprentices, except with the written consent of their masters.
(6) Artificers and Artisans employed by firms carrying out Government work, who are certified by their employer as being required to carry out work of national importance in war time.
(7) Persons dismissed or discharged from any other of H.M. Services for misconduct, or on account of physical unfitness, without the special sanction of the Admiral Commanding.
(8) Men in receipt of a pension from the State, whether temporary or permanent, on account of disability or injury.
(9) Men serving in any of the Police Forces.

142.

143. Care must be taken to avoid interference with recruiting for the Royal Naval Reserve.

144. Each R.N.V.R. rating upon joining is to be attached to some sub-Division.

(2) A R.N.V.R. rating may be transferred from one sub-Division to another, but only with the consent of the Commanding Officers of the sub-Divisions concerned and under the approval of the Commanding Officer of the Division.

(3) A R.N.V.R. rating may be transferred from one Division to another, but only with the consent of the Commanding Officers of both Divisions.

145. Each sub-Divisional officer is to see that an accurate register is kept of the addresses of the men in his sub-Division.

Digitized by Google

(2) Any R.N.V.R. rating changing his address is required to notify the same in writing to the Petty Officer of the section to which he is attached, who is promptly to communicate the same to his Chief Petty Officer for notation in the register.

146. No applicant is to be accepted for enrolment in the R.N.V.R. unless he is the son of British-born subjects, is able to speak and understand the English language, can sign his name, is free from physical defects, and is in all respects suitable.

Persons born out of His Majesty's Dominions are only to be entered if proof (attested by documentary evidence to be attached to the candidate's entry papers) is produced that both parents are, or were, British-born subjects.

(2) No men of coloured races are to be entered in the R.N.V.R.

(3) Every applicant for entry in the R.N.V.R. must first satisfy the Commanding Officer of the Division, or in the case of Outlying Units, the Commanding Officer of the sub-Division, that he is a fit and suitable person to be entered. The Commanding Officer may appoint such other officers, as he thinks fit, to assist him in the examination of recruits.

The applicant must then pass a medical examination. This examination is, whenever possible, to be carried out by a qualified medical officer, R.N.V.R., or by a final medical examining officer within his normal hours at a recruiting office. Where this course is impracticable, the services of a surgeon and agent, a private practitioner, or a final medical examining officer *outside* his normal working hours may be employed, the fee being paid and brought to account as directed in Article **305.**

(4) Every applicant for enrolment is required to complete Form R.N.V.1.

(5) It is a condition of service in the R.N.V.R. that men shall have been vaccinated, and that they shall consent to be re-vaccinated or inoculated if considered necessary. (*See* Article **256.**)

147. For men the period of the engagement is to be "not exceeding 4 years." For ratings entered under the age of 18, however, the engagement is to be for a period "not exceeding 4 years from the age of 18 in addition to such time as may be necessary before attaining that age."

(2) The total period of any man's service on the active list of the R.N.V.R. is not to exceed five terms of four years, *i.e.*, 20 years in all, except in the case of C.P.O.s and P.O.s, when, in special circumstances only, extension may be made, at Admiralty discretion, to 24 years.

(3) On the completion of each period of four years' enrolment, men will, in order to continue in the Reserve, be required to re-enrol for a further period not exceeding 4 years.

Digitized by Google

(4) Re-enrolment is in each case conditional upon the man's services being required, and subject to his being in all respects an efficient volunteer, and to his previous record in the Reserve having been satisfactory.

Men who have refused to be re-vaccinated or inoculated when called upon are not to be re-enrolled (*see* Article **146,** clause (5)).

(5) When a man is re-enrolled after cessation of a disability pension, the Ministry of Pensions or the Regional Director (if the pension was awarded by that Department) or the Director of Navy Accounts (if the pension was awarded by the Admiralty) is to be informed.

148. Ages for entry are :—

Buglers	15 to 18.
Boys, 1st class	17-18. (*Vide* Note to Article **138,** clause (2).)
Seamen, Signalmen and Telegraphists	18 to 24.
Motor Mechanics	21 to 28.

(2) Youths over 17 years may be entered in the rating of Ordinary Seaman if they have served not less than two years in a Boys' Corps affiliated to a R.N.V.R. Division.

(3) Other ratings as for R.N.

(4) To ensure that the actual date of birth of every candidate is recorded, Recruiting Officers are to call upon candidates to produce their birth certificates.

When it is impossible to obtain a certificate, Recruiting Officers are to obtain the particulars required by applying, on Birth Form "A.," to :—

ENGLAND : The Registrar-General,
General Register Office,
Somerset House, London, W.C.2 ;

SCOTLAND : The Registrar-General,
General Registry Office of Births, &c.,
New Register House, Edinburgh,

who will verify gratuitously the particulars relating to the births of candidates.

IRELAND : The records of births which were registered in Northern Ireland prior to 1st January, 1922, are still in the custody of the Registrar-General, Dublin, who is unable to supply particulars free of charge. Candidates in Northern Ireland are to produce certificate of registry of birth, certificate of baptism, or other satisfactory proof of age.

(5) Where the required particulars cannot be obtained (*e.g.*, men born out of the United Kingdom, men of illegitimate parent-

Digitized by Google

age, etc.), the candidate's papers are to be referred to the Admiral Commanding for decision.

(6) The date of birth given by a man on entering the Naval Service, whether this be a true date or not, is adhered to for all official purposes other than marriage allowance, in connection with the award of which the true date of birth only is accepted. The procedure laid down in clause (4) above is therefore not necessary for candidates who have previously served in any Naval or Royal Marine Force.

When it is considered that the wrong date of birth of a man or boy has been recorded through no fault of his own (*e.g.*, through a clerical error), the circumstances may be reported to the Admiralty for special consideration.

149. On entry every man and boy is to be allotted an " Official Number " which is to appertain to him throughout his Royal Naval Volunteer Reserve career except as indicated in clause (3) or in the event of his transfer to another Division. His official number is to be specified against his name in the books, returns, and documents of his Division and of all ships in which he may be borne, and in all communications concerning him.

(2) Official numbers are to be assigned in one numerical series, beginning with 1, at each Division, and the initial letters of the Division are always to precede the number and be regarded as an integral part thereof, as follows :—

Severn Division	B.D/1 ; 2 ; 3 ; &c.
Clyde Division	C.D/1 ; 2 ; 3 ; &c.
Ulster Division	U.D/1 ; 2 ; 3 ; &c.
East Scottish Division ..	E.S.D/1 ; 2 ; 3 ; &c.
Tyne Division	T.D/1 ; 2 ; 3 ; &c.
London Division	L.D/1 ; 2 ; 3 ; &c.
Mersey Division	M.D/1 ; 2 ; 3 ; &c.
Sussex Division	S.D/1 ; 2 ; 3 ; &c.

The numbering is to be consecutive throughout the Division.

(3) The letter " X " is to be inserted between the initial letters indicating the Division and the number (*e.g.*, BD/X534 ; CD/X768 ; &c.) :—

(i) For men who entered, or re-entered, after a break in service, or transferred to the Artificer, Shipwright, or Artisan branches (excluding transfers from one Artificer branch to another) on or after 5th October, 1925.

(ii) For all men re-enrolling for a term of service commencing on or after 1st October, 1931.

(4) An official number that has been allotted to a rating who has been discharged from the Division is not to be re-allotted to a new entrant, but is to remain unused. A new series of numbers is,

Digitized by Google

however, to be commenced when the last number of a four-figure series has been used (*i.e.*, after No. 9999 has been allotted).

Engine Room Ratings.

150. *Engine Room Artificers.*—Men who are fully qualified workmen in one of the following trades will be eligible to enrol as Acting Engine Room Artificers, 4th Class, the proportion of numbers in each trade to the total number entered being as shown :—

Fitters	70 per cent.
Boilermakers	20 ,,
Smiths and Coppersmiths	10 ,,

(2) Candidates must possess the qualifications laid down for Acting Engine Room Artificers, 4th Class, R.N., in Appendix XVII., King's Regulations and Admiralty Instructions, Vol. II., with the exception of the professional examination laid down.

(3) They must produce satisfactory recommendations from their employers ; and

(4) Pass a technical examination in their trade before a Senior Engineer Officer, R.N., at the R.N.V.R. Headquarters.

(5) Acting Engine-Room Artificers on entry will, during their first year of service, be trained at R.N.V.R. Headquarters in Naval discipline, customs and Naval Service routine.

151. *Motor Mechanics.*—Candidates must possess the following qualifications :—

(*a*) At least two years' practical experience in the manufacture, repair and running of internal combustion engines.

(*b*) Produce satisfactory recommendations from their employers ; and

(*c*) Satisfy a Senior Engineer Officer, R.N., at the R.N.V.R. Headquarters as to their ability in accordance with (*a*).

(2) Motor Mechanics on entry will, during their first year of service, be trained at R.N.V.R. Headquarters in Naval discipline, customs and Naval Service routine.

152. *Acting Chief Motor Mechanics, 4th Class.*—Are required to have five years' practical experience in workshops, and a high knowledge of internal combustion engines and their repair. They must pass a technical examination before a Senior Engineer Officer, R.N., at the R.N.V.R. Headquarters.

(2) The age limits are those laid down for Acting Engine Room Artificers, 4th Class, in the Royal Navy, namely, 21 to 28 years.

(3) Acting Chief Motor Mechanics on entry will, during their first year of service, be trained at R.N.V.R. Headquarters in Naval discipline, customs and Naval Service routine.

153. *Ordnance and Electrical Artificers and Artisans.*—Candi-

Digitized by Google

dates for the Ordnance and Electrical Branches will be entered as Acting Ordnance Artificers, 4th Class, and Acting Electrical Artificers, 4th Class, respectively, under similar conditions to those for Acting Engine Room Artificers, 4th Class.

(2) Men already enrolled in other branches, who hold a confirmed trade certificate obtained in the R.N., will assume the rating in the R.N.V.R. corresponding to their trade certificate. Trade certificates will not, however, be awarded in future, as all men will be required to enter the branch for which they are fitted.

(3) Every man entering one of the Artificer or Artisan branches must be a fully qualified workman at his particular trade.

(4) A qualified journeyman or tradesman in civil life, who can produce satisfactory recommendations from his employer, will be accepted for the R.N.V.R. without carrying out a trade test, his confirmation being subject to his producing a satisfactory recommendation from the Commanding Officer of the ship in which he carries out his *first* period of training. (*See* Appendix C, Parts I. (6) and II. (11).)

(5) Acting Ordnance and Electrical Artificers on entry will, during the first year of service, be trained at R.N.V.R. Headquarters in Naval discipline, customs and Naval Service routine.

154. R.N.V.R. Boys' Corps may be affiliated to R.N.V.R. Divisions under the following regulations, but no R.N.V.R. Boys' Corps is to be affiliated to any Division without the prior consent of the Admiral Commanding :—

(1) One or more companies of boys may be attached to a Division of the R.N.V.R. There shall be no minimum strength for such companies, but the maximum number for each shall be 100 boys. As a rule either at Headquarters or in the case of an outlying sub-Division the number of boys shall not exceed the number of R.N.V.R. Seaman ratings.

(2) The boys shall be known as " R.N.V.R. Boys."

(3) No boy shall be enrolled under the age of 12 or remain on the list after attaining the age of 17. At that age a boy is eligible for enrolment in the R.N.V.R. as an Ordinary Seaman, provided he has completed two years' satisfactory service in the Boys' Corps.

(4) No boy shall be enrolled except with the written consent of his parents or guardians, and, if an apprentice, the written consent of his master.

(5) The Commanding Officer of a Division may, at his discretion, discharge any boy.

(6) The boys may receive their training at the drill establishments of the Division to which they are attached, under the direction and at the discretion of the Command-

Digitized by Google

ing Officer. The services of the permanent staff will be available for this purpose, so long as no interference with the regular and proper instruction of the men is caused, and R.N.V.R. Petty Officers and men are invited to assist as far as possible.

(7) The immediate care and supervision of the boys shall be entrusted to a gentleman specially recommended for the purpose by the Commanding Officer with the honorary rank of Lieutenant, R.N.V.R., to be held only while so serving.

(8) Boys shall be eligible to be rated upon the recommendation of the Officer Instructor, approved by the Commanding Officer, as Petty Officer Boys and Leading Seaman Boys; the numbers of such ratings to be allowed shall be in the proportion of two Petty Officer Boys and three Leading Seaman Boys to every 25 boys.

(9) Boys who enlist directly into the R.N.V.R., either through the Probationer Company or otherwise, may, at the discretion of the Commanding Officer of the Division in which they are enrolled, be excused all or part of their recruit drill.

(10) Boys shall wear the R.N.V.R. uniform applicable to their rating with a distinctive cap ribbon bearing the words "R.N.V.R. Boys' Corps"—but this uniform will not be supplied at Government expense. No boy whilst in uniform shall be present at any political, trade or other meeting or procession. Should boys wish to attend such meetings they must appear in civilian clothes. The Commanding Officer of the Division to which the boys are attached shall make such arrangements for providing clothing as he may consider most convenient and economical.

(11) A grant of 3*s*. 6*d*. per annum in respect of each efficient Cadet will be paid annually to the Commanding Officer of each Division of the Royal Naval Volunteer Reserve to which a Boys' Corps is attached. This grant is to be utilised to meet the necessary expenses connected with the formation, organisation and administration of the Corps, and for increasing their efficiency, but not for social, religious or other purposes. Claims for payment of this grant should be rendered to the Admiral Commanding as soon as possible after 1st January each year, accompanied by a certificate to the effect that the Corps has a strength of 30 "efficient" Cadets, exclusive of boys under 12 years of age. No grant will be payable in any year where such certificate cannot be produced.

(12) Naval, Naval Armament, Naval Ordnance or Victualling Stores surplus to requirements can be obtained on loan,

Digitized by Google

application being made by the Commanding Officer of the R.N.V.R. Division to the Admiral Commanding. These stores, if available, must be insured against loss or damage from whatever cause in all cases where the total value of the stores lent to any one corps exceeds £10. The insurance policy is to be taken out in the name of the Lords Commissioners of the Admiralty, and is to be forwarded for safe custody together with the "Conditions of Loan" Form (*vide* Appendix U) duly completed by the Commanding Officer of the Division to which stores are loaned, to the Admiralty through the Admiral Commanding. No stores will be issued on loan until insurance has been effected, or, where the value of such stores does not exceed £10, until the "Conditions of Loan" form has been completed, signed, and forwarded as above.

(13) The boys shall be inspected annually, in conjunction with the R.N.V.R. Division to which they are attached, by the Admiral Commanding or an officer deputed by him.

(14) The R.N.V.R. Boys' Corps shall be mentioned, and the names of the Honorary Officers in charge of them inserted, in the Navy List.

(15) Subject to the foregoing regulations, Commanding Officers of Divisions may approve additional regulations, having regard to local conditions.

SECTION II.

Qualification of Men.

155. Able Seamen, on being rated such, will be allocated to the Gunnery, Torpedo, or Minesweeping branches, or to such other branches as the Admiralty may from time to time approve, the numbers so allocated depending on Admiralty requirements. (*See* Article **138** (3) for Signal and Telegraphist branches.)

(2) Men should be encouraged by the Commanding Officers of Divisions to qualify in the special branch to which they are allocated as early as possible, in order that full advantage may be taken of subsequent naval training.

(3) Civil occupation and personal inclination will be taken into consideration, men being given an opportunity to volunteer for any particular branch.

(4) The Commanding Officer of a Division may transfer a man from one branch to another if he considers it desirable, all such transfers being reported to the Admiral Commanding with full reasons.

Digitized by Google

(5) After qualification in a special branch, men will perform their subsequent Naval training in the branch to which they are allocated.

156. Men allocated to a branch will be required to qualify in that branch at the appropriate Naval School or Establishment during their first period of service, the course not exceeding 14 days (11 working days); and to requalify in each subsequent period (*see also* Article **157**, clause (3)).

(2) Any man who fails to qualify on completion of a course in the subject to which he is allocated will be liable to discharge from the R.N.V.R. at the discretion of the Admiral Commanding.

(3) Details of courses are given in Appendix C.

(4) These qualifications will be noted on men's Service Certificates and History Sheets.

157. Men who have qualified in accordance with Article **156** may volunteer to undergo a course at the appropriate Naval School, to qualify for non-substantive rating in the branch to which they are allocated, and, if passed, will be given the non-substantive rating and during training or service in the Royal Navy non-substantive pay laid down for corresponding ratings R.N.

(2) Higher non-substantive rates may be obtained under similar conditions as in the R.N.

(3) Men will be required to requalify for the non-substantive rating they hold or alternatively, if they volunteer, are eligible, and are recommended, to qualify for a higher one during each period of service.

(4) To obtain a non-substantive rating, R.N.V.R. men will be required to possess the same standard of knowledge as that possessed by similar R.N. ratings.

(5) R.N.V.R. ratings will not be eligible for training in the Submarine Service.

(6) Men who obtain *confirmed* non-substantive ratings during mobilised service may retain them after demobilisation and receive non-substantive pay, as under clause (1), provided they requalify as required by the Regulations (*see* clause (3)).

158. All men volunteering to qualify in a non-substantive rating are to apply to the Officer Instructor (through the sub-Divisional officer) of their Division for a recommendation. A recommendation is only to be given to volunteers who are considered suitable for the particular non-substantive rating for which they apply, and who are considered to possess the necessary capabilities to make it likely that they will be able to pass the qualifying examinations.

Digitized by Google

159. No man is to be rated Ordinary Signalman until he has attained the following standard and obtained 75 per cent. of the maximum number of marks in all these subjects :—

(*a*) To read semaphore at 8 words a minute.
(*b*) Morse—flag waving and flashing at 6 words a minute (Test message only).
(*c*) To have a knowledge of the colours of Naval flags and pendants.

(2) No man is to be sent to sea as an Ordinary Signalman until he has been rated as such.

(3) This examination is distinct from the examination for qualification in Branch given in Appendix C. III.

(4) Branch distinguishing badges are not to be worn until the above standard has been attained.

160. No man is to be rated Ordinary Telegraphist until he has attained the following standard :—

To receive at the rate of 15 words a minute.

(2) No man is to be sent to sea as an Ordinary Telegraphist until he is rated as such.

(3) This examination is distinct from the examination for qualification in Branch given in Appendix C. IV.

(4) Branch distinguishing badges are not to be worn until the above standard has been attained.

161.

162.

163.

SECTION III.

Confirmation and Promotion of Men.

164. The general principle governing the qualifications for promotion of R.N.V.R. ratings is that the same standard of knowledge and ability will be required of them as of similar R.N. ratings, subject to specified exceptions or to such other exceptions as in future may be found desirable.

(2) Petty Officers and Leading Seamen of all branches within the establishment laid down, are to be rated by the Commanding Officer of the Division, provided they are recommended by the Commanding Officer of their sub-Division, the Commanding Officer of the last ship in which training has been carried out, and possess the qualifications laid down. All other qualifications being equal, preference in advancement should be given to those who have a good command of men. (*Re* disrating, *see* Art. **284.**)

Digitized by Google

(3) Advancements in grades of Artificer, Artisan and Writer ratings are to be made by the Commanding Officer of the Division (*but see* Article **170**).

(4) Advancement to Warrant Officer of all branches will be made by the Admiralty.

(5) Commanding Officers of Divisions at their discretion may waive any of the educational tests imposed as a condition for advancement, including that to Warrant Rank.

Seaman Branch.

165.—(1) *Boy, 1st Class to Ordinary Seaman.* (*Vide* Note to Article **138,** clause (2).)

Boys, 1st class, will be rated Ordinary Seamen on attaining the age of 18, provided they are recommended for retention in the Reserve and reach the necessary physical standards.

(2) *Ordinary Seaman to Able Seaman.*—To qualify for advancement, an Ordinary Seaman must—

(*a*) Be 19 years of age.
(*b*) Have completed one year's service as Ordinary Seaman.
(*c*) Have qualified as " efficient " at R.N.V.R. Headquarters.
(*d*) Have performed 14 days' Naval training in one of H.M. ships.
(*e*) Have passed examinations at R.N.V.R. Headquarters in Seamanship and in Gunnery or Torpedo.
(*f*) Have passed the Educational Test, Part I. (At the discretion of the Commanding Officer.)

(3) *Able Seaman to Leading Seaman.*—Advancement will be by selection, and is to be on an " acting " basis for a minimum period of one year, during which the rating is to be regarded as on probation. At the end of this probationary period the rating may, at the discretion of the Commanding Officer, be confirmed as Leading Seaman, or required to serve further probationary time, or reverted to Able Seaman.

Acting Leading Seamen may also be ordered to revert before the expiration of the one year probationary period, but, except for misconduct, this is not to be done without the approval of the Admiral Commanding, to whom the circumstances should be fully reported.

Ratings disrated for misconduct or reverted for unsuitability, and subsequently re-advanced, will be subject to the provisions of this Article without regard to their previous service as Acting Leading Seamen.

To be eligible for advancement an Able Seaman must :—

(*a*) Have completed four years' service as Able Seaman.
(*b*) Have performed two periods of Naval training as Able Seaman.

Digitized by Google

(*c*) Have passed for Leading Seaman in Seamanship, including handling of boats, at R.N.V.R. Headquarters.
(*d*) Have passed the Educational Test, Part I (at the discretion of the Commanding Officer).
(*e*) Have passed the Provisional Swimming Test.

(4) *Leading Seaman to Petty Officer.*—Advancement to the rating of Petty Officer will be by selection, and is to be on an "acting" basis for a minimum period of one year, during which the rating is to be regarded as on probation. At the end of this probationary period the rating may, at the discretion of the Commanding Officer of the Division, be reverted to Leading Seaman, confirmed as Petty Officer, or required to serve further probationary acting time.

Acting Petty Officers may also be ordered to revert before the expiration of the one year probationary period, but, except for misconduct, this is not to be done without the approval of the Admiral Commanding, to whom the circumstances should be fully reported.

Ratings disrated for misconduct or reverted for unsuitability, and subsequently readvanced, will be subject to the provisions of this Article without regard to their previous service as Acting Petty Officers.

To be eligible for advancement, a Leading Seaman must—

(*a*) Have completed four years' service as Leading Seaman.
(*b*) Have performed two periods of Naval training as Leading Seaman.
(*c*) Have passed for Petty Officer in seamanship, including handling of boats, before a Board (one member of which must be a Senior Officer, R.N.) at the R.N.V.R. Headquarters.
(*d*) Hold a non-substantive rating.
(*e*) Have been recommended for Petty Officer by the Commanding Officer of one of H.M. Ships in which training has been performed.

(5) *Petty Officer to Chief Petty Officer.*—Advancements to Chief Petty Officer will be by selection, and will be made by the Admiral Commanding under the same conditions as laid down for Chief Petty Officer (Seaman Branch), R.N.

(6) *Chief Petty Officer or Petty Officer to Warrant Officer.*—A Chief Petty Officer or Petty Officer with not less than 15 years' man's time in the R.N. (in a Seaman, Signal or Telegraphist rating) or R.N.V.R., and under 40 years of age, will be eligible for promotion to Warrant Rank.

Candidates for rank of Boatswain, in addition to above qualifications must pass an examination in Seamanship to be carried out at Headquarters by the Officer Instructor. The examination is to be

Digitized by Google

on the lines of that laid down for Boatswain, R.N., the standard required being left to the discretion of the officer conducting the examination.

Candidates must be recommended for promotion to Warrant Rank by the Commanding Officer of a sea-going ship in which training as Chief Petty Officer or Petty Officer has been carried out.

Candidates must also be recommended by the Commanding Officer of their Division.

Candidates must re-qualify in non-substantive rating (G.T. Mining, etc.) within three years before promotion.

166. *Signal and W/T Branch.*—To qualify for advancement to Signalman or Telegraphist, an Ordinary Signalman or Ordinary Telegraphist must—

(*a*) Be 19 years of age.
(*b*) Have completed one year's service.
(*c*) Have qualified as "efficient" at R.N.V.R. Headquarters.
(*d*) Have performed 14 days' Naval training in one of H.M. Ships.
(*e*) Have passed an examination at R.N.V.R. Headquarters in Signals or Wireless Telegraphy. (*Note.*—To pass this examination ratings will be required to satisfy the Officer Instructor that they possess a good knowledge of all subjects in which they have so far been instructed.)

(2) Signalmen and Telegraphists, in order to qualify for advancement to Leading Signalman and Leading Telegraphist, and Leading Signalmen, in order to qualify for advancement to Yeoman of Signals, must—

(*a*) Be recommended by the Commanding Officer of the ship during their last period of training as being in all respects suitable for advancement.
(*b*) Have completed 4 years in their present rating.
(*c*) Have passed the prescribed examination at a Signal School.
(*d*) Have passed the Provisional Swimming Test (for advancement to Leading Signalman and Leading Telegraphist).

After passing the prescribed examination in the Signal School (*vide* Appendix C, Part IV, paragraph 6), Leading Telegraphists will be eligible for advancement to Acting Petty Officer Telegraphist on completing, in the aggregate, 90 days' sea training in ships (cruisers or above) of the Home Fleet, and on being recommended for advancement by the Commanding Officer of the ship in which the last period of training was performed. The 90 days' sea training is to be carried out within a period of 4 consecutive years, which may be reckoned from the date of advancement to Leading Telegraphist. During this sea training, men are to be given practical instruction in the working of all sets fitted, to keep cabinet watch in the main

Digitized by Google

and third offices (not necessarily as operator of the watch), to be instructed in the care and maintenance of secondary batteries, alternators, etc., and in the internal organisation of the W/T department of the ship.

Advancement to Leading Signalman, Yeoman of Signals, Leading Telegraphist and Petty Officer Telegraphist will, in the first place, be on an "acting" basis under similar conditions to those governing advancement to Leading Seaman and Petty Officer. (*See* Article **165,** clauses (3) and (4).)

(3) Yeomen of Signals and Petty Officer Telegraphists, in order to qualify for advancement to Chief Yeoman of Signals and Chief Petty Officer Telegraphist, must—

(*a*) Be recommended by the Commanding Officer of the ship during their last period of training as being in all respects suitable for advancement.

(*b*) Have completed at least 2 years in their present rating.

(4) Advancement of all ratings mentioned in clauses (2) and (3) will be by selection. The syllabi of the courses and examinations are shown in Appendix C.

167. Chief Yeomen of Signals or Yeomen of Signals and Chief Petty Officer Telegraphists or Petty Officer Telegraphists, with not less than 15 years' man's time in the Royal Navy (in Seaman, Signal or Telegraphist ratings), or in the R.N.V.R., and under 40 years of age, will be eligible for promotion to Warrant Rank.

(2) Candidates will not be required to pass in Seamanship, but must pass the examinations laid down in Appendix C. III. (*c*), and Appendix C. VI. (8).

(3) Candidates must be recommended for Warrant Rank:—

(*a*) By the Commanding Officer of the seagoing ship in which the training specified in Appendix C. III. and IV. has been carried out.

(*b*) By the Commanding Officer, H.M. Signal School, Portsmouth, after the qualifying course.

(*c*) By the Commanding Officer of the men's R.N.V.R. Divisions.

Engine Room Artificers.

168. *Confirmation.*—An Acting Engine Room Artificer, 4th Class, will be confirmed provided he has—

(*a*) Completed one year's service as Acting Engine Room Artificer, 4th Class.

(*b*) Performed 14 days' Naval training at sea.

(*c*) Been recommended as likely to make an efficient Engine Room Artificer by the Commanding Officer and Engineer Officer of one of H.M. Ships.

(2) *Advancement.*—Advancement to Engine Room Artificer, 3rd Class, will be dependent upon obtaining R.N. Stokehold and

Digitized by Google

Engine Room Certificates, opportunity being given for extended voluntary training up to a maximum of 6 months.

The periods of service and the qualifications for advancement in class will be as laid down for similar Engine Room Artificers, R.N. (*See* King's Regulations and Admiralty Instructions, App. XVII., No. 23, and relative Nos.)

Motor Mechanics and Chief Motor Mechanics.

169.—(*a*) A Motor Mechanic will be eligible for advancement to Acting Chief Motor Mechanic, 4th Class, if he possesses the qualifications required for an Acting Chief Motor Mechanic, 4th Class, on entry, has performed the Naval training laid down for Motor Mechanics, and has been recommended by the Commanding Officer and Engineer Officer of the Naval Establishment or Ship in which his training has been performed.

(*b*) An Acting Chief Motor Mechanic, 4th Class, will be eligible for confirmation after one year's service as such, provided he has performed 14 days' naval training and has been recommended as likely to make an efficient Chief Motor Mechanic by the Commanding Officer and Engineer Officer of the Naval Establishment or Ship in which his training has been performed.

(*c*) Chief Motor Mechanics, 4th Class, will be eligible for advancement to Chief Motor Mechanic, 3rd, 2nd and 1st Class after 3, 7 and 12 years' service, respectively, as Chief Motor Mechanic, provided that they are of satisfactory character and are recommended by the Commanding Officer and Engineer Officer of the Naval Establishment or Ship in which they perform their training. Not more than one year's service as Acting Chief Motor Mechanic, 4th Class, shall be allowed to count towards the 3, 7 and 12 years' service required for advancement to Chief Motor Mechanic of a higher Class.

Relative Ranks.—Motor Mechanics and Chief Motor Mechanics rank as follows :—

Ratings entered in the Reserve prior to 5th October, 1925.

	Rank with	
Motor Mechanics	Stoker Petty Officers of 4 years' seniority.	
Acting Chief Motor Mechanic, 4th class.	Acting Engine Room Artificer, 4th class.	(C.P.O.)
Chief Motor Mechanic, 4th class.	Engine Room Artificer, 4th class.	
Chief Motor Mechanic, 3rd class.	Engine Room Artificer, 3rd class.	
Chief Motor Mechanic, 2nd class.	Engine Room Artificer, 2nd class.	
Chief Motor Mechanic, 1st class.	Engine Room Artificer, 1st class.	

Digitized by Google

Ratings entered in the Reserve on or after 5th October, 1925.

	Rank with	
Motor Mechanics	Stoker Petty Officers.	
Acting Chief Motor Mechanic, 4th class.	Acting Engine Room Artificer, 4th class (P.O.).	
Chief Motor Mechanic, 4th class.	Engine Room Artificer, 4th class (P.O.).	
Chief Motor Mechanic, 3rd class.	Engine Room Artificer, 3rd class.	(C.P.O.)
Chief Motor Mechanic, 2nd class.	Engine Room Artificer, 2nd class.	
Chief Motor Mechanic, 1st class.	Engine Room Artificer, 1st class.	

Writer Ratings.

170. The advancement of Writer ratings, R.N.V.R., will follow the Regulations applicable to the corresponding ratings in the R.N., with the following modifications.

(2) A Writer Probationer will be confirmed in rating provided he has—

(*a*) Completed one year's service as Writer Probationer.
(*b*) Performed 14 days' Naval training at sea.
(*c*) Been recommended for confirmation by the Commanding Officer of the ship in which the Naval training has been performed.

(3) A rating is not to be considered eligible for advancement until he has received a certificate, approved by the Captain of the ship in which he is carrying out his training, to the effect that he is fit for the higher rating. In considering the grant of this certificate, Commanding Officers are to take into account qualifications outside the range of the average Naval Writer's qualifications, such as shorthand, secretarial knowledge, commercial accounting, etc.

(4) In the case of men entered before 5th October, 1925, if a certificate of advancement is granted at the end of a man's training, and the man has the requisite service for advancement, the certificate and date of advancement are to be antedated to the date of his completing the necessary service for advancement.

(5) With the exception of Writer Probationers, who are to be confirmed in accordance with clause (2), ratings entered in the Writer Branch on or after 5th October, 1925, will be advanced from a roster kept by the Admiral Commanding. The names of such ratings who are in all respects eligible and recommended for advancement are to be reported to the Admiral Commanding on 31st May and 30th November each year. Advancements will be made as vacancies arise.

Digitized by Google

Other Branches.

171. *Confirmation.*—Artificers and Artisans holding acting ratings will, except as laid down for Engine Room Artificers and Motor Mechanics, be confirmed in their rating when they have completed one year's service in their acting rank, provided they—

(*a*) Have performed 14 days' Naval training, at sea.

(*b*) Are recommended by the Commanding Officer of the Ship in which the Naval training was performed.

(*See* Appendix C, Section I. (6) and Section II. (11).)

(2) *Advancement.*—As for corresponding ratings, R.N.

172. The Admiral Commanding is authorised to grant promotion to men of all branches who may not fulfil all the requirements laid down, but who are brought to his notice as having exceptional qualifications, and who, if rated, would compare favourably with similar R.N. ratings, subject to the Establishment numbers not being exceeded.

173.

174.

Chapter IX.—Resignation and Discharge (Officers and Men).

SECTION I.

Resignation and Discharge.

175. In pursuance of the authority conferred upon the Admiralty by the Naval Forces Act, 1903, the provisions of the Volunteer Act, 1863, relating to the powers of R.N.V.R. ratings to quit the force when not on actual service, are adapted as shown in Article **176.**

176. Except when on actual service, a man may obtain his discharge from the force on—

(*a*) Giving the Commanding Officer of his Division three months' notice in writing of his intentions to quit the force.

(*b*) Delivering up in good order (fair wear and tear only excepted) all arms, appointments and kit if under four years' service, being public property or property of his Division, issued to him; or on making sufficient compensation for any loss thereof or damage thereto.

(*c*) At the discretion of the Commanding Officer of his Division, paying a sum not exceeding £5; the more nearly the period of enrolment or re-enrolment has been completed the smaller the sum to be paid.

(2) If any man gives such notice and the Commanding Officer refuses to grant him his discharge, and he considers himself

Digitized by Google

aggrieved thereby, the man may appeal to a court of summary jurisdiction for the county or place in which the Headquarters of his Division are situate, and not being members of the force, who shall hear and determine the appeal, and may for the purpose thereof administer oaths and examine any person as a witness; and if it appears to such court that the arms and appointments issued to the man being public property or property of his Division have been delivered up in good order (fair wear and tear only excepted), or that he has paid, or is ready to pay, sufficient compensation for any loss thereof or damage thereto, and that all money due or becoming due by him under these regulations or the rules (if any) of his Division including purchase money under Clause 1 (*c*) above, either before or at the time or by reason of his quitting it, has been paid, such court may order the Commanding Officer forthwith to strike such man out of the roll of his Division, and their determination shall be binding on all parties.

(3) One-half of the purchase money paid will be refunded to any man who rejoins the R.N.V.R. within two years of his discharge by purchase.

177. Should any Officer or man be considered to be physically unfit for the Service while embarked, the fact is to be reported by the Commanding Officer of the ship or establishment to the Admiral Commanding, accompanied by a report from the Medical Officer of the ship.

(2) An officer may be discharged or required to resign at any period of his service for—

(*a*) Misconduct;
(*b*) Inefficiency;
(*c*) Unsuitability;
(*d*) Physical Unfitness.

(3) No officer will be discharged for any reason without the approval of the Admiral Commanding.

(4) Any officer who does not in any year attend the prescribed number of drills to qualify him as "efficient," or who for four consecutive years fails to perform the prescribed obligatory training, will not be allowed to remain in the Reserve, unless the Admiralty in special circumstances may consider it desirable to relax this regulation. The four years will be reckoned from 1st January following the date on which an officer completed his last period of Naval training, irrespective of whether such training was performed in advance or not.

178. Officers who fail to obtain the requisite qualifications for confirmation or promotion will be liable to removal from the R.N.V.R., as follows:—

(i) Probationary Midshipmen, if not confirmed within two years from date of appointment.

Digitized by Google

(ii) Midshipmen (confirmed), if not qualified for promotion to Acting Sub-Lieutenant within three years from date of appointment as Probationary Midshipman.

(iii) Acting or Probationary Sub-Lieutenants of all branches, if not promoted to Sub-Lieutenant or confirmed in rank within two years from the date of promotion or appointment in those ranks.

(iv) Sub-Lieutenants, if not qualified for promotion to Lieutenant after four years, including acting *but not* probationary time as Sub-Lieutenant.

(v) Probationary Lieutenants, Probationary Engineer Lieutenants, Probationary Surgeon Lieutenants and Probationary Surgeon Lieutenants (D), if not confirmed in rank within two years from date of appointment.

179. Officers of the Royal Naval Volunteer Reserve, when not called out, will be permitted to resign their commissions or appointments at the discretion of the Admiralty.

(2) Applications to resign should be forwarded by Commanding Officers to the Admiral Commanding through the R.N.V.R. Committee.

180.

181.

182. On the completion of each term of four years' enrolment, men will be entitled to their discharge from the Reserve provided they are not at the time required by Royal Proclamation for active service in the Royal Navy.

(2) Any man may be discharged from the R.N.V.R. for misconduct, unsuitability or for physical unfitness, each case being referred to the Admiral Commanding for decision. A man discharged for misconduct is liable, at the discretion of the Admiralty, to forfeiture of all Bounty due to him at the date of his discharge.

(3) Any man who does not in any year attend the prescribed number of drills to qualify him as "efficient," or who fails to perform the prescribed obligatory training (*see* Article **247**) will be liable to discharge from the R.N.V.R.

(4) Any man who fails to qualify on completion of a course in the subject to which he is allocated will be liable to discharge from the R.N.V.R. at the discretion of the Admiral Commanding.

(5) Any man becoming eligible for the award of a pension or allowance, whether temporary or permanent, on account of disability or injury, will be liable to discharge from the Reserve, but if the disability or injury does not render him unfit for service in the Reserve the Admiralty may sanction his retention on the condition that the pension or allowance ceases for periods of training

Digitized by Google

during which full pay is drawn. Discharge, in the case of temporary awards, will be subject to reconsideration on the cessation of the disability pension or allowance provided that the man applies for re-entry immediately and is then eligible under the Regulations. When a man is re-enrolled after cessation of a temporary disability pension, the Ministry of Pensions (if the pension was awarded by that department) or the Director of Navy Accounts (if the pension was awarded by the Admiralty) is to be informed.

183. No officer or man of the R.N.V.R. may enrol in any other of H.M. Forces, whether Regular, Reserve or Territorial, without permission from the Commanding Officer of his Division, who will obtain approval for his discharge from the R.N.V.R. from the Admiral Commanding.

(2) In the case of men permitted to enrol in any of the Regular Forces of the Crown, the provisions of Article **176,** clause (1) (*c*) will be waived. (*See* Naval Forces Act, 1903, Section 1 (2), *and* Royal Naval Reserve (Volunteer) Act, 1859, Sections 18 and 22.)

(3) Should a man be accepted for entry in the Royal Navy or Royal Marines, mobilised war service will, at Admiralty discretion, be allowed to reckon for Naval or Marine purposes, provided that—

(i) Such service is declared on entry.
(ii) The entry takes place within five years of demobilisation from Active Service.
(iii) No part of mobilised service for which a character below "Fair" has been awarded will be allowed to count for pension purposes; and
(iv) Mobilised service will not be allowed to count as double time for any purpose.

(4) Time served under training in the Royal Navy whilst the man was in the R.N.V.R. will count towards the award of Good Conduct Badges under the conditions and limitations laid down in the King's Regulations, but not towards pension, nor will engagements entered into by candidates be antedated to cover such periods of training.

(5) A man accepted for entry into the Royal Navy will, on discharge from the R.N.V.R., retain his R.N.V.R. kit, and on entry into the Royal Navy will receive a free issue of the clothing required to complete the regulation R.N.V.R. kit to the free Naval kit. A man entered in the Royal Marines will receive a free uniform in lieu of his R.N.V.R. kit, his R.N.V.R. kit being dealt with under Article **45** (8).

184.

185.

Digitized by Google

SECTION II.

Compulsory Retirement or Removal.

Military Branch, Executive Officers.

186. Officers will be removed from the Active List as follows :—

(1) Warrant Officers at 52 years of age.

(2) Lieutenant-Commanders at 42 years of age, or after six years' service in that rank, whichever is the earlier.

(3) Commanders at 47 years of age, or after eight years' service in that rank, whichever is the earlier.

(4) Captains at 55, or after eight years' service in that rank, whichever is the earlier.

Engineer Officers.

187. The same rules will apply as are laid down for Executive Officers.

Special Branch.

188. No definite age or length of service for removal from the Active List will be laid down at present. Each case will be dealt with at the discretion of the Admiral Commanding.

Medical and Dental Branch.

189. Officers will be removed from the Active List as follows :—

Surgeon Captains at 55 years of age.
Surgeon Commanders at 52 years of age.
Surgeon Lieutenant-Commanders and Surgeon Lieutenant-Commanders (D) at 45 years of age.

(2) Probationary Surgeon Sub-Lieutenants and Surgeon Sub-Lieutenants will be removed from the list under the following conditions :—

(i) On becoming fully qualified Medical Practitioners, but *see* the Note to Article **112,** clause (4).

(ii) On attaining 30 years of age.

(iii) At the discretion of the Admiralty on failing to qualify for confirmation in rank.

(iv) On account of misconduct.

(v) On giving up medicine as a career.

Accountant Officers.

190. Officers will be removed from the Active List as follows :—

Paymaster Commanders at 50 years of age.
Paymaster Lieutenant-Commanders at 45 years of age.

191.

Digitized by Google

Chaplains.

192. Chaplains will be removed from the Active List on attaining the age of 50.

General.

193. The above regulations for compulsory retirement will not apply to officers of the rank of Lieutenant-Commander and above who were serving in the R.N.V.R. on mobilisation for the late war. They will be subject to compulsory retirement under the age limits prescribed for the corresponding ranks in the Royal Navy.

194. In exceptional cases, officers, whose services have been or are especially valuable, may, at Admiralty discretion, be granted an extension of service for a maximum period of five years.

195.

196.

SECTION III.

Authorised Retired Ranks and Qualifications therefor.

197. The Retired List will be composed of officers of the undermentioned ranks, and officers will be placed thereon at the discretion of the Admiralty under the conditions set out in Article **198.**

Executive Officers.

Commodore.
Captain.
Commander.
Lieutenant-Commander.
Lieutenant.
Commissioned Boatswain.
Commissioned Signal Boatswain.
Commissioned Telegraphist.
Boatswain.
Signal Boatswain.
Warrant Telegraphist.

Engineer Officers.

Engineer Commander.
Enginer Lieutenant-Commander.
Engineer Lieutenant.

Digitized by Google

Medical Officers.

Surgeon Captain.
Surgeon Commander.
Surgeon Lieutenant-Commander.
Surgeon Lieutenant-Commander (D).
Surgeon Lieutenant.
Surgeon Lieutenant (D).

Accountant Officers.

Paymaster Commander (List I. only).
Paymaster Lieutenant-Commander.
Paymaster Lieutenant.

198. Officers of the above-mentioned ranks on the Active List are eligible to be placed on the Retired List in the rank held on retirement provided that—

(*a*) They have completed 15 years' service in the R.N.V.R. This requirement may be waived in special circumstances, *e.g.*, if an officer has rendered exceptional services in the interests of the R.N.V.R.

NOTES—(i) In the case of Commissioned Officers who entered as ratings a minimum of 5 years of their service must have been in Commissioned rank.

(ii) Warrant Officers must have a minimum of 5 years' service in Warrant rank.

(iii) Time served under the age of 18 will not count towards the time required.

(*b*) Their services are certified as good, and they hold satisfactory certificates for instructional training and service afloat.

(2) Advancement on or after retirement will not be granted except as provided in clause (3).

(3) Higher rank on the Retired List may be granted as indicated below to officers holding certain ranks on the Active or Retired Lists *on the 7th October*, 1931, subject also to the conditions of clause (1). As a general rule, a step in rank on the Retired List will not be granted under this clause to an officer who, at the time of retirement, is seriously in arrear with obligatory training, unless he would have been fully eligible for the step had he retired before becoming in arrear with such training.

Rank held on 7th October, 1931.	*Higher Retired rank that may be granted.*	*Qualifications required in addition to those set out in Clause* (1).
Commander	Captain	Must have—
Surgeon Commander (Active or retired) ..	Surgeon Captain ..	(i) Held the rank of Commander on the Active List;

Digitized by Google

		(ii) Attained 5 years' seniority on the Active and Retired Lists combined ; (iii) Performed specially good service in the interests of the R.N.V.R. or of the Naval Service generally while on the Active List, or exceptionally after Retirement.

NOTE.—Officers of these ranks who, during their Active Service career in the R.N.V.R., shall have distinguished themselves in action with the enemy, may be granted the retired rank of Captain or Surgeon Captain, irrespective of these qualifications.

Lieutenant-Commander ..	Commander	Must have—
Engineer Lieutenant-Commander	Engineer Commander	(i) Held the rank of Lieutenant - Commander on the Active List ;
Surgeon Lieutenant-Commander (not (D))	Surgeon Commander	
Paymaster Lieutenant-Commander (List I. only) (Active or Retired)	Paymaster Commander	(ii) Attained 2 years' seniority on the Active and Retired Lists combined. (iii) Attained the age of 40.

NOTE.—Officers of these ranks who have been mentioned in despatches for meritorious service, or who have performed specially good service, may be granted the higher rank *on retirement* if they have attained the age of 40, irrespective of length of service in the rank or relative rank of Lieutenant-Commander.

Lieutenant	Lieutenant-Commander	Must have—
Engineer Lieutenant ..	Engineer Lieutenant-Commander	(i) Held the rank of Lieutenant on the Active List ;
Surgeon Lieutenant ..	Sugeon Lieutenant-Commander	(ii) Medical and Dental Officers — attained 6 years' seniority ; Other Officers — 8 years' seniority on the Active and Retired Lists combined.
Surgeon Lieutenant (D) ..	Surgeon Lieutenant-Commander (D)	
Paymaster Lieutenant (Retired List)	Paymaster Lieutenant-Commander	
Sub-Lieutenant	Lieutenant	The higher rank may be specially granted on Retirement.
Paymaster Sub-Lieutenant (Active List)	Paymaster Lieutenant	

199.

200.

Digitized by Google

Chapter X.—Drill.

201. The training of the R.N.V.R. is to comprise drills with guns and rifles used in the Royal Navy, with such firing practice from the above weapons as is found practicable; torpedo and mining instruction, company drill and sufficient battalion movements to enable the men to take part in parades with other forces; seamanship, including handling boats under oars and sails, knotting, splicing both hemp and wire rope, rigging sheers and derricks; signalling and telegraphy, together with such drills and instruction as the Admiralty may from time to time direct. Signal and W/T ratings will not be *required* to attend instructions other than in signals or W/T and boat exercises.

(2) All drills are to be carried out by the Petty Officer Instructors under the Officer Instructor.

202. Every Petty Officer and man shall qualify as "efficient" on or before 31st October in every year of his service, as defined by Articles **211-216.** In default thereof the Commanding Officer of the Division is empowered to inflict a fine, the amount of which shall not exceed 21*s.*, for any such year in which a rating shall fail to qualify, and such failure is to be reported to the Admiral Commanding. All such fines shall (without prejudice to any other remedy) be recoverable upon proceedings taken by the Commanding Officer of his Division in the manner prescribed by Section 24 of the Royal Naval Reserve (Volunteer) Act, 1859, and any Act amending the same (*see* Articles **324** to **326** for instructions regarding mode of bringing to account).

203. For the purpose of qualifying or requalifying as "efficient," attendance at the Annual Inspection is obligatory unless leave of absence be granted for special reasons. An application for leave of absence must be in writing to the Commanding Officer, and must state the precise reasons for making it, a Medical Certificate being attached in case of sickness.

(2) Volunteers who are enrolled before 1st July in any year, but subsequent to the Inspection, may, however, qualify as "efficient" for that year, if they otherwise satisfy the conditions laid down in Articles **211-216.**

(3) Similarly, Volunteers who may be permitted to join any of the forces of the Crown shall be considered as "efficient," notwithstanding that they may have been discharged from the R.N.V.R. before the Annual Inspection, provided that they have otherwise satisfied the conditions laid down in Articles **211-216.**

204. A drill consists of one hour's instruction in gunnery, torpedo, seamanship, mining, W/T, or signals. Boat exercises and ceremonial parades of over two hours' duration count as two

Digitized by Google

drills. Two drills, but not more, may be performed in any one day.

(2) Obligatory Naval training will not count as drill.

(3) Voluntary Naval training will count as two drills for each day of training performed.

205. Executive Officers on List I. are required to qualify or requalify as "efficient" at Divisional Headquarters or Outlying sub-Divisional Headquarters in each year of their service, and to do so must—

(*a*) Carry out 40 drills in their first year and 24 in each subsequent year.

(*b*) Satisfy the Officer Instructor that they—

(i) Are able to row in and take charge of a Service boat.

(ii) Have a good knowledge of all branches of seamanship taught at Headquarters.

(iii) Have a good knowledge of elementary navigation taught at Headquarters.

(iv) Possess a good knowledge of squad drill with arms, platoon, company and battalion drill.

(v) Are able to take charge of and instruct a crew at any of the guns at Headquarters.

(vi) Are able to send and take in semaphore and morse by day, and possess a knowledge of naval signalling flags and their meaning.

(vii) Have attended the Annual Inspection, unless specially exempted.

NOTE.—The year is reckoned from the date of entry in the case of probationary officers and from the date of promotion for other officers.

206. Other officers are not required to attend drills.

(2) Certificates from their respective Commanding Officers to the effect that they satisfactorily perform the duties of their appointments will entitle them to reckon as "efficient."

207.

208.

209.

210.

211. All men on List I. are required to qualify or requalify as "efficient" at Divisional Headquarters or Outlying sub-Divisional Headquarters in each year of their service, not later than 31st October.

In order to qualify or requalify as "efficient" they must enrol on or before 30th June and fulfil the following conditions:—

(1) *Seamen, Signalmen and Telegraphists.*—Carry out 40 drills before 31st October of the year in which they join, and 24 in

Digitized by Google

each subsequent year. Complete 14 days' obligatory training in the first year of each enrolment and the remaining 28 days' training not later than the last year of each enrolment, except when special exemption is granted under Article **248.**

(2) Satisfy the Officer Instructor that they—

(i) Are able to row in a Service boat.

(ii) Have a good knowledge of all branches of seamanship taught at Headquarters.

(iii) Possess a good knowledge of rifle and squad drill.

(iv) Are able to take any man's part (except No. 1) at any of the guns at Headquarters. (*Not applicable to Torpedo, Signal or W/T ratings after allocation to those Branches.*)

(v) Are able to send and take in semaphore and morse by day. (*A knowledge of morse is not required in the case of Ordinary or Able Seamen.*)

(vi) Have attended Annual Inspection, unless specially exempted under Article **203.**

(3) *Other Ratings.*—Perform drills as for Ordinary Seamen during their first year of service, and be able to take part in all naval and other competitions, ceremonies, etc. Drills will be performed in subsequent years of service by means of physical training, lectures, instruction in models, etc. They must also have attended Annual Inspection, and have completed 14 days' obligatory training in the first year of each enrolment and the remaining 28 days' training not later than the last year of each enrolment, unless specially exempted under Article **203** and/or **248.**

212.

213.

214. The attendance at Headquarters for lectures, etc., of ratings on List II. is optional, but should be encouraged.

215.

216. The qualifications for " efficient " Able Seamen or higher ratings may be altered as the Admiralty from time to time think necessary.

217. A notation is to be made in the proper column of the man's Service Certificate (Form R.N.V. 10) when he qualifies or requalifies as " efficient," or for any other rating. In the case of an Officer, a notation is to be made in the Officer Instructor's diary.

218. On entry in the Royal Naval Volunteer Reserve each recruit is to be examined by an officer of the Division as to his ability to swim.

Digitized by Google

(2) There are two tests of ability to swim, namely :—

Provisional Test.—To be carried out in a swimming bath, shallow water or suitable swimming pool.

Standard Test.—To be carried out in the open sea.

The " Provisional Test " is always to be carried out before the " Standard Test " is attempted.

In each case, in order to pass the test, every man is to swim 40 yards in a duck suit, after which he is to be able to keep himself afloat for three minutes.

A few duck suits are to be retained for the purpose of these tests, from kits withdrawn under Article 45 (8).

(3) Qualifications are to be awarded as a result of the tests as follows :—

" Fair," *i.e.*, only just managed to pass and requires more practice.

" Good," *i.e.*, an average swimmer.

" V.G.," *i.e.*, a strong swimmer.

Notations are to be made on Service Certificates as follows :—

" P.P.T." (Passed Provisional Test), followed by qualification and date ; or

" P.S.T." (Passed Standard Test), followed by qualification and date ; or

" Cannot Swim," and date.

(4) Where no other facilities exist for carrying out the Provisional Test, the local public swimming baths are to be used, the charges for the admission of the officer and recruit being paid from Naval funds.

(5) No further expenditure is to be incurred in respect of men who satisfactorily pass the Provisional Test, but men who are found unable to swim are to be given instruction in swimming by the Divisional Instructional Staff, any charges for admission to public swimming baths for this purpose being paid from Naval funds.

(6) Public swimming baths are not to be reserved for R.N.V.R. instructional purposes without prior Admiralty approval being obtained.

(7) Men should be encouraged to qualify in the Standard Test when they are afloat for training.

Where opportunities occur at R.N.V.R. Divisions for access to the open sea and deep water, the P.S.T. qualification may be granted after examination by a responsible officer.

(8) All officers should be encouraged to pass the swimming tests and to maintain their proficiency in swimming.

(9) Commanding Officers of R.N.V.R. Divisions are to render to the Admiral Commanding a quarterly return of progress in swimming on Form R.N.V. 3 (in duplicate). A separate return is to be forwarded for each Outlying Unit.

Digitized by Google

RIFLE PRACTICES.

219. When ranges are available, rifle practice is to be carried out in accordance with the instructions laid down in the " Royal Naval Handbook of Musketry and Pistol Courses " ; and returns on Form S. 290 are to be rendered on 31st October in each year.

(2) When no firing has taken place during the year, " blank " returns are to be rendered on 31st October, giving the reason.

(3) In cases where it is not practicable, owing to lack of targets, for the Volunteers to carry out firing at all the ranges necessary under the Service conditions in order to pass out of the 3rd-class stage, the 3rd-class standard may be considered as being exceeded when at least five-fourteenths of the possible marks are obtained at a minimum of four ranges.

220. Fifty rounds of ammunition per man are allowed, and, when considered desirable, those Volunteers who display ability as rifle shots at the preliminary ranges may complete the Service Course, thus becoming eligible for the award of Good Shooting Badges.

(2) The ammunition to carry out the above course is to be demanded, and any of the authorised allowance which has not been expended may be appropriated for this service.

221. No firing practice with guns, including field guns, is to be carried out by the R.N.V.R. except under the personal superintendence of an Officer Instructor or of an officer of the Royal Navy, unless a relaxation of this rule has been specially sanctioned by the Admiralty.

(2) Rifle or pistol firing is not to be carried out by the R.N.V.R. except under the personal supervision of a R.N.V.R. officer qualified for this duty or of a Petty Officer Instructor, Royal Navy.

(3) When, at the termination of an exercise, men return by railway or boat to their Headquarters, their arms are to be examined, and all the ammunition which has not been expended is to be collected and placed in a metal or leather case with a view to its being conveyed in safety to the Headquarters.

222. Boats, when being used by Volunteers for the purpose of instruction under sail, are not to be allowed to carry more than the following extra ratings in addition to the boat's proper crew :—

Cutters	1 Instructor and 2 men.
Gigs and whalers	1 Instructor and 1 man.

223–230.

Chapter XI.—Training and Service in the Royal Navy.

SECTION I.

Officers.

Executive Officers.

231. The appended table shows the maximum and minimum periods of Naval training to be performed by Executive Officers.

Digitized by Google

Rank.	Minimum Training to be performed. (Obligatory Training.)	Maximum Training permissible (including Obligatory Training).	Remarks.
Warrant Officers ..	Nil	28 days in each calendar year.	—
Probationary Midshipmen	28 days	28 days	Must be performed within 2 years of entry, either in one period of 28 days or two periods of 14 days each.
Midshipmen	42 days (including training performed as Probationary Midshipman). Officers promoted to Acting Sub-Lieutenant within two years of entry, however, will not be required to perform any obligatory training as Midshipman (confirmed).	6 months (including training performed as Probationary Midshipman).	After Midshipmen have completed 42 days' training (including probationary training), they will not be appointed for periods of less than 28 days each.
Probationary Sub-Lieutenants	28 days	28 days	Must be performed within 2 years of entry, either in one period of 28 days or two periods of 14 days each.
Acting Sub-Lieutenants..	14 days whilst holding the rank ..	28 days whilst holding the rank.	—
Probationary Lieutenants	28 days' sea training and "G" and "P" Courses, each of 7 days' duration.	42 days	The sea training must be performed within two years of entry, either in one period of 28 days or two of 14 days each.

Digitized by Google

Rank.	Minimum Training to be performed. (Obligatory Training.)	Maximum Training permissible (including Obligatory Training).	Remarks.
Sub-Lieutenants	Qualifying Courses in Gunnery and Pilotage, each of 7 days' duration, and 28 days' sea training (including training performed as Acting Sub-Lieutenant, but not as Probationary Sub-Lieutenant).	6 months' training whilst holding the rank of Sub-Lieutenant, but not more than 3 months in any calendar year.	Training at sea after the completion of the obligatory training is not permitted in periods of less than 28 days each.
Lieutenants, Lieutenant-Commanders.	28 days biennially either in one period of 28 days or two periods of 14 days each. The biennial periods will commence on 1st January following the date of promotion to Lieutenant. Officers on List II. are required to perform an additional 7 days' training in each biennial period, but training cannot be performed in periods of less than 14 days.	3 months in each calendar year.	A minimum of 14 days biennially is to be spent afloat except in the biennial period in which an officer qualifies in a special subject. (*See* Article 232.) Training at sea after the completion of the obligatory training in each biennial period is not permitted in periods of less than 28 days each. Particulars of courses which may be performed by R.N.V.R. officers are contained in Appendix B.
Commanders (not in Command).	14 days biennially performed in suitable courses in Gunnery, Torpedo, Signals or Navigation, which will be arranged as requisite.	28 days' sea training biennially in addition to 14 days' obligatory training.	The biennial periods will commence on 1st January following the date of promotion to Commander.
Commanders (in Command) and Captains.	Nil	28 days biennially	The biennial periods will commence on 1st January following date of promotion.

Digitized by Google

232. Each Executive Officer after reaching the rank of Lieutenant, but not sooner, will be required to qualify in one of the following subjects (or such other subjects as may be rendered desirable by the development of naval warfare) for which instructional courses, not exceeding 4 weeks, will be arranged in the suitable Naval Schools and Establishments :—

Gunnery—General (excluding turrets and hydraulics), firing, fire control, aerial gunnery.
Torpedo—Torpedo and torpedo control, searchlights and searchlight control.
Electricity.
Navigation and pilotage.
Signals.
Wireless Telegraphy.
Minesweeping in all its branches.

NOTE.—In order to qualify for " MS (qualified in Minesweeping)" as opposed to " (ms) Minesweeping (Sweeping duties only)," a candidate must already be in possession of a Watchkeeping Certificate.

(2) The syllabus and length of course in each subject will be laid down by the Admiralty, and may be varied from time to time.

(3) On completion of a course, officers are to be examined, and the Commanding Officer of the School is to render a report to the Admiralty, a duplicate being sent to the Admiral Commanding.

(4) In the case of an officer failing to qualify, the Commanding Officer of the School should state to what cause he attributes the failure (*e.g.*, inattention, inability to learn, etc.).

Other Officers.

233. The obligatory training to be performed by officers, other than Executive Officers, is laid down in the following Articles. In addition to the obligatory training, all officers of the Engineer, Medical, Dental and Accountant Branches, other than probationary officers, may be permitted to undergo voluntary training not exceeding 28 days in each calendar year.

Engineer Officers.

234.—(1) *Probationary Engineer Lieutenants.*—14 days' training in a Naval Establishment, to be performed in the first year of service.

(2) *Engineer Lieutenants, Engineer Lieutenant-Commanders, and Engineer Commanders.*—14 days' training biennially in a Naval Establishment.

Special Branch.

235. Training of Special Branch Officers is optional.

They may, however, be appointed to sea-going ships for 14 days' training biennially, or to a suitable Naval School or Establishment.

Digitized by Google

Medical Branch.

236.—(1) *Probationary Surgeon Sub-Lieutenants and Probationary Surgeon Lieutenants.*—28 days' training in a suitable ship within two years of entry, either in one period of 28 days or two periods of 14 days each.

NOTE.—The date of entry in the case of Probationary Surgeon Lieutenants promoted to that rank from Probationary Surgeon Sub-Lieutenant is to be regarded as the date of entry as Probationary Surgeon Sub-Lieutenant, and such officers may count training performed as a Probationary Surgeon Sub-Lieutenant towards the 28 days required under this clause.

(2) *Surgeon Sub-Lieutenants.*—14 days biennially commencing with their third year.

(3) *Surgeon Lieutenants and Surgeon Lieutenant-Commanders.*—14 days' training biennially commencing with their third year of service. As far as possible training afloat and in Naval Hospitals or Depots will be arranged in alternate training periods. Surgeon Sub-Lieutenants who have performed training under clause (2) prior to promotion to Surgeon Lieutenant will not be required to perform further training in the biennial period in which they are promoted.

(4) *Surgeon Commanders.*—14 days' training biennially at sea or in a Naval Hospital or Depot.

(5) When undergoing training and when called up for active service the duties of Probationary Surgeon Sub-Lieutenants and Surgeon Sub-Lieutenants will include the following :—

First Aid on board fighting ships.
Transport duties on shore.
Clinical dressing.
Clerical duties at the Naval Hospitals or on board Hospital Ships.

(6) Probationary Surgeon Lieutenants will be required to undergo the following course of training, and to obtain certificates from the Medical Director-General of the Navy that they have been instructed in these duties, and have taken full advantage of the instruction :—

(*a*) The arrangements for the treatment of wounded in action.
(*b*) The keeping and rendering of accounts and returns.
(*c*) The victualling of the sick.
(*d*) The method of sending patients to hospital.
(*e*) General hygiene of a ship.
(*f*) General welfare and health of officers and men.

(7) The Hospital Course for Surgeon Lieutenants and Surgeon Lieutenant-Commanders will embrace instruction in—

(*a*) The routine of ward work.
(*b*) The admission and discharge of patients.

Digitized by Google

(*c*) The dieting of hospital patients.
(*d*) The examination of recruits.
(*e*) The method of keeping and rendering returns.
(*f*) General health of staff (officers, nurses and men).

Dental Branch.

237.—(1) *Probationary Surgeon Lieutenants (D).*—28 days' training in a Naval Hospital or Depot within two years of entry, either in one period of 28 days or two periods of 14 days each.

(2) *Surgeon Lieutenants (D) and above.*—14 days' training at sea or in a Naval Hospital or Depot during the 3rd, 4th or 5th year, and 14 days triennially during subsequent service.

(3) Probationary Surgeon Lieutenants (D) will be required to undergo the following courses of training, and to obtain certificates from the Medical Director-General of the Navy that they have been instructed in these duties and have taken full advantage of the instruction :—

(*a*) The dental examination of recruits and drafts.
(*b*) The arrangements for the treatment of the personnel.
(*c*) The method of recording dental operations.
(*d*) The keeping and rendering of accounts and returns.
(*e*) The treatment of wounded in action.
(*f*) General routine duties.

(4) The course for Surgeon Lieutenants (D) will embrace instruction in all duties appertaining to a Dental Officer serving at sea, in a Naval Hospital or Depot. While undergoing training, they will be regarded as forming part of the staff of the Dental Officer.

Accountant Branch.

238.—(1) *Probationary Paymaster Sub-Lieutenants and Probationary Paymaster Lieutenants.*—

(*a*) 28 days' training in a suitable ship within two years of entry, either in one period of 28 days or two periods of 14 days each.
(*b*) *List I. Officers only.*—Routine duties at R.N.V.R. Headquarters.

(2) *Paymaster Lieutenants and Paymaster Lieutenant-Commanders.*—14 days' training biennially.

(3) Whilst undergoing training, officers on List I. of the Accountant Branch, R.N.V.R., will be regarded as forming part of the staff of the Accountant Officer ; they will be instructed in the practical duties of Accountant Officers in regard to pay accounts, the receipts, issue, care and preservation of provisions, clothing and other stores on board H.M. Ships, and in captain's office work.

Digitized by Google

Officers on List II. of the Accountant Branch, R.N.V.R., while under training, will be regarded as forming part of the staff of the Accountant Officer, and will be instructed in Naval Secretariat and Clerical work generally, use of books such as King's Regulations and Admiralty Instructions, and Admiralty Fleet Orders.

All Accountant Officers are, after confirmation as Paymaster Sub-Lieutenant, to be given as much instruction as possible in the Coding Instructions.

They are not, however, to be given access to cyphers and codes until they have attained two years' seniority as Paymaster Lieutenant, when they are to receive the instruction necessary to enable them to carry out routine duties efficiently under supervision.

During each period of training the necessity for observing the strictest reticence on all matters connected with coding and cyphering is to be impressed on each officer.

NOTE.—Arrangements will be made, if practicable, to give officers on List II. of the Accountant Branch, R.N.V.R., 14 days' instruction in coding and cyphering, on mobilisation, before they take up their appointments.

(4) *Paymaster Commanders.*—14 days' training biennially at sea or in a Naval Depot.

Chaplains.

239.—Probationary Chaplains and Chaplains will not perform any training.

General.

240. The rules laid down with regard to the annual or biennial training required may be relaxed in certain cases, as may seem requisite to the Admiralty on special application being made to the Admiral Commanding through Commanding Officers of Divisions.

241. An officer desirous of performing annual, biennial, or triennial training must apply to the Commanding Officer of his Division at least 14 days before the date on which he wishes to embark.

242. Officers who are in arrears of training owing to the exigencies of their employment, may be permitted to make good arrears of one annual or biennial training, as the case may be, in addition to their training for the current year, on application being made to the Admiral Commanding through the Commanding Officer of their Division, stating the circumstances in which training is in arrear.

(2) In special cases only, officers may, with the approval of the Admiral Commanding, be allowed to perform training in respect of one year in advance.

Digitized by Google

243. Officers will be messed and accommodated on board the ships or in the establishments in which they perform training provided accommodation is available.

244. At the expiration of the period for which they embark, officers are to be discharged to the shore.

(2) If they have completed the requisite training, they are, if necessary, to be provided with a travelling warrant.

245. A report on Form S. 206R is to be rendered to the Admiral Commanding by the Commanding Officers of the ships and establishments in which R.N.V.R. officers have undergone training.

(2) Form G. 5 only is to be used in the case of officers undergoing courses in Naval Establishments.

(3) The Commanding Officer is to give the usual certificate of service (S. 450) to each R.N.V.R. officer.

246. *Submarine Service.*—Volunteering for the Submarine Service will be open to Officers of the Special Branch and to Engineer Officers, but not to Executive Officers.

SECTION II.

Men.

Obligatory Training.

247. R.N.V.R. ratings of all branches will be required to perform 42 days' Naval training in each enrolment of 4 years, in periods of not less than 14 days.

14 days of this training must be performed within the first year of each enrolment (except as provided for in Article **248**) in a commissioned ship of the Active Fleet; but when, during the second or subsequent enrolments, training afloat would prevent a rating from undergoing a technical course for which he is otherwise qualified, this period of training may be performed in a Naval Training Establishment instead. If advantage is taken of this concession, the next period of training must be performed afloat. The remainder of the obligatory training may be performed in courses at a Naval Training Establishment. (*See* Article **211.**)

Chief and Motor Mechanics will perform their first period of training, of not less than 14 days, at a Mechanical Training Establishment and the remainder of their obligatory training at a Mechanical Training Establishment or in a commissioned ship of the Active Fleet.

(2) Acting Engine Room, Ordnance and Electrical Artificers and Artisans, 4th Class, are required to perform 14 days of this training at sea in their first year to qualify for confirmation.

Digitized by Google

(3) No man will be permitted to perform Naval training until he is 18 years of age.

(4) All ratings will be employed at their Naval trade or on work connected with the special branch to which they are allocated while performing Naval training.

248. Commanding Officers of Divisions are authorised to exempt a man from Naval training up to an amount not exceeding 14 days in 4 years for sickness or other urgent reason.

(2) Each case of exemption is to be reported to the Admiral Commanding.

(3) In the event of further exemption being required, application in writing, stating full particulars, is to be made by the Commanding Officer of the Division to the Admiral Commanding, who will then decide whether such exemption can be allowed.

Voluntary Training.

249. Men of all branches may volunteer for Naval training for a period not exceeding a total of six months in every four years, but this period will include the 14 days or more obligatory training afloat. (*See* Article **157,** clause (1), and Article **253.**)

250. In addition to the training allowed in Article **249,** men of all branches may volunteer for courses at a Naval School or Establishment, but such voluntary courses must not exceed sixteen weeks during each period of enrolment.

SECTION III.

General.

251. Whenever the Admiralty call out the R.N.V.R. or any of them, for actual service, they will be liable to serve either ashore or afloat, as may be directed by the Admiralty, and anywhere the Admiralty may have need of their services.

(2) It will be an understanding that the R.N.V.R. shall have, as far as possible, the first claim to be discharged on the termination of hostilities, or as soon as any portion of the Reserves can be dispensed with.

(3) Officers and men will be borne on the books of H.M. Ships and Establishments for voluntary service, Naval training or for actual service, and while so borne will be subject to the Naval Discipline Act, being considered for the purposes of that Act in

Digitized by Google

all respects as officers and men of H.M. Ships. They will be liable to do any duty applicable to their rank or rating for which they may be found competent, and for which they are required by the Commanding Officer of the ship or force to which they may be attached.

252. Officers on the Retired List are liable for service, if required, whenever the Admiralty call out the R.N.V.R., or any of them, for actual service.

253. Arrangements for travelling and subsistence in connection with voluntary and obligatory training should be made in accordance with Article **375.**

254. All Naval training, except instructional courses in Naval Schools or Establishments, will be carried out in effective ships or vessel in commission, or in effective small craft attached to Naval Establishments.

(2) As a general rule this training will be performed in home waters, but officers who wish to perform Naval training in ships abroad may do so subject to Admiralty approval in each case, provided that they are willing, when passage in H.M. Ships is not available, to bear their own travelling and subsistence expenses outside the United Kingdom. A certificate, to the effect that the officer is prepared to do this and to pay for his passage out and home, if necessary, is to be signed by each officer applying for permission to perform training abroad and is to be attached to the application.

(3) Officers and men granted leave abroad under Article **292,** clause (4), will not be appointed for Naval training until their return to the United Kingdom.

255. Except with the special approval of the Admiral Commanding, no volunteer is to be allowed to embark for training in any year until he has attended the minimum number of drills required to render him efficient.

256. Officers and men who have resided in an area infected with smallpox within a period of one month previous to the date on which they desire to commence training are not to be permitted to proceed for training unless they produce evidence that they have been vaccinated not more than five years and not less than three weeks before the commencement of training (*see also* clause (3)).

A list of infected areas is published from time to time in Admiralty Fleet Orders.

If evidence of vaccination within a period of five years cannot be

Digitized by Google

produced, such officers and men are to be required to undergo re-vaccination before they are allowed to proceed for training (*see* Article **107,** clause (5), and Article **146,** clause (5)).

(2) On the arrival in H.M. Ships or Naval Establishments of officers and men covered by clause (1), their clothes and effects are to be disinfected, and they are to be kept under daily medical observation for the first 14 days of their training.

(3) As arrangements for disinfection and observation are practicable only in depots or large ships, any officers or men covered by clause (1) who are due to embark in small ships unable to carry out the arrangements in clause (2) are to be despatched first to a depot for disinfection.

257. Embarkation in H.M. Ships for training will be arranged at any time that officers and men are available. In the case of men, as arrangements made depend on the accommodation available in H.M. Ships, alternative dates for embarkation are to be given, where possible, in order to facilitate drafting arrangements. The dates on which officers and men can be received at Shore Establishments for courses, etc., will be promulgated by the Admiral Commanding to the Divisions annually.

(2) Commanding Officers of Divisions are to forward form R.N.V. 16, containing full particulars of the officers (if Accountant Officers, whether List I. or List II.) and men who wish to be sent for training, to reach the Admiral Commanding ten days before it is desired the training should commence. Forms R.N.V. 16 in respect of officers and men liable to smallpox area precautions (*see* Article **256**, clause (1)) are to be clearly distinguished, and should bear a notation that the necessary evidence of vaccination or re-vaccination has been produced.

(3) Particulars of appropriation of ratings to the various ships, and when and where they are to embark, will be issued by the Admiral Commanding to the Commanding Officer of each R.N.V.R. Division and to the Commanding Officer of each of H.M. Ships concerned.

(4) The Commanding Officers of Divisions are to inform the Commanding Officer of each ship or Naval Establishment in which ranks and ratings under their command are embarking, of the time of their arrival, and whether any of them is liable to smallpox area precautions (*see* Article **256,** clause (1)).

This information is to be telegraphed at least 24 hours before the embarkation takes place, in order to prevent mistakes arising through a ship's unexpected sailing, and, in the case of Naval Establishments, to allow arrangements for conveyance of baggage to be made (*see* Article **375,** clause (6)).

Digitized by Google

The name of the railway station at which the ranks and ratings have been ordered to detrain should also be communicated.

(5) On the date of embarkation, Form R.N.V. 16 is to be prepared and forwarded to the Commanding Officer of the ship or establishment in which officers and men are to embark, forms in respect of officers and men liable to smallpox area precautions being clearly distinguished (*see* Article **256,** clause (1)). In the case of Accountant Officers it is to be stated whether they are List I. or List II. This form is to be forwarded eventually to the Director of Navy Accounts as an enclosure to the ship's ledger.

When R.N.V.R. officers and ratings are "Called out", a duplicate copy of Form R.N.V. 16, is to be forwarded to the Admiral Commanding.

(6) A special report is to be rendered to the Admiral Commanding giving the names of ranks and ratings appropriated who are subsequently unable to embark.

(7) Separate lists of men who wish to qualify for higher ratings are also to be forwarded to each ship concerned for the information of the Commanding Officer.

(8) The periods for which ranks and ratings embark, as shown on Form R.N.V. 16, are not to be exceeded without the prior approval of the Admiral Commanding. When an extension is approved, particulars of the period and the authority are to be inserted in the Remarks column of the ledger of the ship or establishment in which the officers and men are embarked.

258. Before ratings are despatched for training, they are to be medically examined, and only those who are found to be fit and well are to be embarked. This examination is to be carried out as near the date of embarkation as possible, the services of a qualified medical officer, R.N.V.R., or other medical officer, being obtained as directed for the examination of recruits (*see* Article **146,** clause (3)).

259. When officers and men of the R.N.V.R. are embarked for service or training, they are to accommodate themselves to the berthing and messing arrangements usual for the Officers and men of the Royal Navy (*but see* clause (3)).

(2) Gun Room Officers on reaching the age of 23 will mess in the Ward Room.

(3) When called out for actual service, men of the R.N.V.R. while in R.N. Barracks awaiting draft will be provided with the necessary meals. On joining their respective ships they will come under the ordinary Service victualling arrangements.

Digitized by Google

260. Bedding, etc., shown in the following list may be issued on loan to all R.N.V.R. officers undergoing training or courses, afloat or ashore :—

Pattern.	Description.	Quantity.
	Bedding—	No.
19	Mattress, hair, 6 ft. by 2 ft. 2 in.	1
19A	Covers for	1
37	Pillows, hair	1
38	,, feather	1
37A	,, covers for	4
5A	,, cases for	4
34	Sheets, white cotton	4
61	Blankets	2
10A	Counterpanes	1
	Washing requisites—	
350	Washstands	1
350A	,, receivers for	1
61	,, tops for	1
350B	Cans, water	1
59A	Soap trays	1
59B	,, covers for	1
59C	,, drawers for	1
17	Bath sponge	1
17	Bottles, water	1
18	,, tumblers for	1

(2) A set of marked bedding (including hammock, etc.) is to be supplied on loan to each man on board the ship or at the Naval Establishment in which he is accommodated for training.

(3) In the event of R.N.V.R. ratings being sent to join ships during the winter months, the Commanding Officer of their Division is authorised, at his discretion, to demand from the Royal Victoria Yard, Deptford, sufficient Watch Coats to supply one to each man travelling, the names and ratings of the men to whom the coats will be supplied and the ships to which they are going being stated on the demand.

The coats will then be sent to the Division demanding them, but they will be invoiced direct to the ships to which the men are proceeding, and the men should be directed to hand them over to the Accountant Officer on arrival on board.

Similar arrangements should be made for the homeward journey by the Commanding Officer of the ship in which the men are embarked, if considered necessary.

261. If the exigencies of the Service permit, Officers and Petty Officers are to be embarked with the men of their own Division. This is particularly important when the men are embarking for the first time.

Digitized by Google

262. Officers and ratings are to be given gas instruction during their training afloat.

(2) To enable this to be done, anti-gas respirators are to be issued to them on loan, at the discretion of the Commanding Officer, from the spares carried in all H.M. Ships.

(3) Before an officer or rating is discharged on completing his training, he is to return the respirator lent to him. Respirators issued from the spares carried in ships are to be retained on board. In all cases the respirators surrendered are to be thoroughly disinfected in accordance with the instructions.

263. During the greater part of the year the R.N.V.R. attend classes of instruction at their various headquarters, and therefore the short period during which they are embarked should, as far as possible, be employed in accustoming them to life on board ship, and in rendering them familiar with the duties that would be required of them as seamen.

(2) They are to be organised in training classes, and when not under instruction are to be distributed amongst the various messes, and are to be looked upon in all respects as belonging to the ship's company. The total time available for the instruction of seaman ratings is to be divided into periods in the proportion of seamanship 2, gunnery 1, and torpedo 1, the syllabus being as laid down in Appendix Q.

(3) As far as is compatible with the above they would derive special benefit from attending divisional drills, and going away in boats whenever an opportunity occurs; and, should time admit, aiming rifle ammunition may be expended to the extent of five rounds per man.

(4) Artificer and artisan ratings should be employed at their trades when embarked. Tools from ship's resources should be loaned to them as necessary for the work on which they are employed.

(5) R.N.V.R. ratings should be given every opportunity to take part in rifle shooting, recreation and sports, and should be encouraged to form racing boats' crews.

(6) Divisional Officers and Petty Officers should endeavour to show R.N.V.R. ratings that they are welcome in the ship, and thus stimulate their interest in the service. R.N.V.R. ratings should *not* be employed on work requiring overall suits, as they do not possess them.

(7) By their second and later periods of training in the Fleet, all men should have normally been detailed to one or other special branch. Such men should be entered on the watch and quarter bills and carry out the ship routine in accordance with the branch to which they belong.

Digitized by Google

(8) A blank Form S. 264 is to accompany each R.N.V.R. rating despatched for training afloat. It is to be completed on board the ship in which the man is embarked and forwarded to the Commanding Officer of his Division on disembarkation.

The form is to be modified at R.N.V.R. Headquarters before despatch to include the following particulars :—

R.N.V.R. Division.
Period of training.
Civil employment.
Training carried out—Seamanship.
Gunnery.
Torpedo.

264. Men embarked for training may take up clothing, soap and tobacco from the Paymaster on repayment in the usual way. Care is to be taken, however, that they are not allowed to take up such quantities as will bring them in debt to the Crown on disembarkation, or as are in excess of what is necessary for their personal use. (*See* Article **281** in regard to the landing of tobacco.)

265. On completion of the period for which they are authorised to be embarked or borne for instruction, officers and men are to be discharged to shore, unless they are suffering from a disability due to Naval service, in which event special instructions should be sought from the Admiralty (*see* Article **382,** etc.).

(2) The periods for which ranks and ratings embark are not to be exceeded without the prior approval of the Admiral Commanding (*see* Article **257,** clause (7)).

(3) The Commanding Officers of H.M. Ships and establishments at home are to ensure that officers and men who live at a considerable distance from the place of disembarkation are, so far as practicable, disembarked in sufficient time to enable them to reach their sub-Divisions or homes (*see* Article **375,** clause (7)) on or by the last day of the period for which they are authorised to be borne, due regard being paid to train times and connections, in order to ensure that the maximum amount of actual training is performed. Where, however, the exigencies of the Service do not admit of such arrangements being made, the officer or man will have no claim to additional pay for the time spent in travelling beyond the last day of the authorised period.

(4) No officer or man is to be discharged to the shore at his own request before the completion of the period for which he is authorised to be borne, except under the specific authority of the Admiral Commanding, or in urgent cases, of the Senior Naval Officer present, on production of satisfactory evidence of urgent private affairs. Officers and men so discharged will not receive pay or victuals for the period of their absence from training, and their travelling and subsistence expenses will be governed by Article **375,** clause (2).

Digitized by Google

(5) The commencement and cessation of pay is to be regulated in accordance with Article **366.**

266. On disembarkation, a statement of the results as regards each Petty Officer and man embarked is to be forwarded by the Commanding Officer of the ship to the Admiral Commanding on Form R.N.V. 17.

267. Long leave is not to be granted to R.N.V.R. men under training except at Christmas, when the following leave may be given to men embarked for three or six months' training :—

(*a*) All men	From Noon, 23rd December, to 0700, 27th December.
(*b*) Specially to men from Scotland and Ireland who do not complete training on 31st December.	Additional leave to enable them to reach home by p.m., 23rd December, and leave home p.m., 26th December.

(2) Men living in Scotland and Ireland who complete their training on 31st December may be given the option of proceeding on leave in time to reach their homes by p.m., 27th December.

In such cases the men are to be finally medically examined before going on leave and paid up to 31st December, inclusive.

(3) These arrangements are subject to any variation that the Senior Naval Officer present may see fit to make in order to meet local requirements.

(4) Pay and leave allowances may be credited to men granted leave under this Article, but these emoluments must not be extended beyond the expiration of the period for which the men were embarked.

268. The usual short leave may be granted to Royal Naval Volunteer Reserve men serving in H.M. Ships.

269.

Chapter XII.—Discipline and Leave.

SECTION I.

Discipline.

270. The discipline of the R.N.V.R. is governed by the Naval Forces Act, 1903, and the Acts incorporated therewith, and by these Regulations.

271. Section 1 of the Naval Forces Act, 1903, and Article **251** of these Regulations are to be read to every rank and rating on joining ; care is to be taken that he thoroughly understands them.

Digitized by Google

272. Every Officer and Petty Officer is to make himself acquainted with, duly observe, and obey, and, as far as in him lies, enforce the due execution of the Naval Forces Act, 1903, and the Acts incorporated therewith, and the Regulations for the R.N.V.R., together with all Regulations, Instructions, and Orders which may from time to time be given or issued by the Admiralty, or by any superior Officer, and shall in all respects conform his conduct to the customs and usages of His Majesty's Naval Service.

273. The Commanding Officer of a Division may at any time order an inquiry into any matter which he may consider it expedient to investigate, and which comes within his power as Commanding Officer; but formal *Courts of Inquiry* can only be held under the authority of the Admiral Commanding, and in accordance with the King's Regulations and Admiralty Instructions.

274. Meetings are not to be held by the members of the force for the purpose of expressing an opinion upon the acts of a Commanding Officer, or of recommending him to take a particular course of action; nor are memorials to be drawn up to the same effect; and no meetings, except those called together by, or under the authority of, the Commanding Officer of a Division or sub-Division, who will be responsible for doing so, will be recognised.

275. If any rank or rating has cause to think himself aggrieved, he will represent his case to the Commanding Officer of his sub-Division. Any appeal against the decision of the Commanding Officer of the sub-Division will be made through him to the Commanding Officer of the Division, and any further appeal will be made through the latter for the consideration of the Admiral Commanding.

276. Members of the R.N.V.R. are not, individually or collectively, to attend, in uniform, political meetings or public political discussions or demonstrations.

277. All persons belonging to the R.N.V.R. are forbidden to write for publication, or to publish or cause to be published, either directly or indirectly, any matter or information relating to the Naval Service unless the permission of the Admiralty has been first obtained.

(2) All such persons are further forbidden to deliver any lecture, or read any paper, at a public meeting on any subject connected with the Naval Service, unless a copy of such lecture or paper has been previously submitted to the Admiralty, and permission has been granted.

278. Commanding Officers are to make every effort to keep Petty Officers distinct from the lower ratings and to imbue them

Digitized by Google

with a proper sense of their disciplinary relation towards their subordinates.

(2) On all occasions of men falling in, the Petty Officers are to be kept separate from the lower ratings, and when classes of instruction are formed, the Petty Officers are to be classed up by themselves.

(3) The prefix "Chief Petty Officer" or "Petty Officer" is to be used by all ranks when addressing, or speaking of, men holding those ratings.

279. Officers and men of the R.N.V.R., when in uniform, are to pay the customary marks of respect to such Officers of the Navy, Army, Air, and Auxiliary Forces as are entitled to be saluted by Officers and men of corresponding rank in their own Service.

280. All communications on Service matters from R.N.V.R. ranks and ratings to the Commanding Officer of the Division must be sent through the Officers commanding their respective sub-Divisions.

281. Men who wish, on completion of training, to land the unconsumed portion of tobacco (in excess of the duty-free allowance) which they may have taken up whilst on board, are to be directed to give notice to the Regulating Branch of their intention, in order that the necessary arrangements may be made with the Customs authorities to collect the duty which may be due on such tobacco before the men are discharged to the shore on completion of their training.

(2) The amount of tobacco so landed by any man is not to exceed the total amount which he has been permitted to take up under the ordinary Service rules and regulations during his period of training.

282. Any Petty Officer or man who shall commit any offence cognisable by the Naval Discipline Act while under training or exercise, or under any prescribed duty in any shore drill establishment or drill ship, or elsewhere, ashore or afloat, and not being at the time borne on the books of any of H.M. Ships, may be dealt with summarily by the Commanding Officer of the Division to which he belongs, who may impose a fine not exceeding 40*s*. for such offence. Any offence which in the opinion of the Commanding Officer is too serious for summary treatment by him, is to be reported without delay to the Admiral Commanding with a view to the discharge or dismissal of the offender.

(2) In default of payment of fines imposed under this Article, such fines shall be recoverable upon proceedings taken by the Commanding Officer of his Division in the manner prescribed by Section 24 of the Royal Naval Reserve (Volunteer) Act, 1859, and any Act amending the same and shall be received by the Commanding Officer on behalf of the Admiralty. (*See* Articles **324** to **326** as to mode of bringing to account.)

Digitized by Google

283. Any Petty Officer or man embarked for training in any of H.M. Ships, or borne on the books of a ship, who shall commit any offence cognisable by the Naval Discipline Act while so employed, shall be liable to summary punishment by the Commanding Officer of his ship, in accordance with Naval Regulations; if, however, any offence be committed so shortly before the date of disembarkation from the ship that it cannot be dealt with under those Regulations, it shall be in the power of the Commanding Officer of the ship to inflict a fine as under the Royal Naval Volunteer Reserve Regulations, and in the case of non-payment, by stoppage of wages or otherwise, he shall forward a report to the Commanding Officer of the man's Royal Naval Volunteer Reserve Division, with a view to recovery in the manner prescribed by Section 24 of the Royal Naval Reserve (Volunteer) Act, 1859, and any Act amending the same. (*See* Article **282**, clause (2), and Articles **324** to **326** as to mode of bringing to account.)

284. Chief Petty Officers, Petty Officers and Leading Seamen of all branches may be disrated for misconduct or reverted for unsuitability by the Commanding Officer of their Division.

(2) All cases of disrating or reverting are to be reported to the Admiral Commanding.

285. If any person belonging or having belonged to a Division or to any sub-Division in such Division neglects or refuses to pay any money due under the rules (if any) of his Division and actually payable by him, such money shall (without prejudice to any other remedy) be recoverable from him, with costs, at any time within 12 months after the same becomes due and payable, upon proceedings taken by the Commanding Officer of the Division in the manner prescribed by Section 48 of the Volunteer Act, 1863, and any Act amending the same, and when recovered shall be treated as directed in Article **326.**

286. Any Volunteer who shall sell, pawn or lose any of his arms, clothes, accoutrements or ammunition, slops or necessaries or any of such articles provided for him, or refuse or neglect to return the same in good order to any person appointed by or under the authority of the Lord High Admiral or the Commissioners for executing the Office of Lord High Admiral to receive the same, shall for every such offence forfeit any sum not exceeding £3; and every person who shall knowingly and wilfully buy, take in exchange, receive in pledge or otherwise receive or conceal any arms, clothes, accoutrements or ammunition or slops or necessaries belonging to any such Volunteer or provided for him shall for every such offence forfeit and pay any sum not exceeding £10 and the treble value of all or any of the articles so bought, taken in exchange, received or concealed.

(2) All such forfeits shall be recoverable upon proceedings taken by the Commanding Officer of the Division in manner pre-

Digitized by Google

scribed by Section 24 of the Royal Naval Reserve (Volunteer) Act, 1859, and any Act amending the same. (*See* Section 19 of the Royal Naval Reserve (Volunteer) Act, 1859, and Articles **324** to **326** for instructions regarding mode of bringing to account.)

287. If any person wrongfully destroys or wrongfully damages anything issued to him as a R.N.V.R. rank or rating, the value thereof shall be recoverable from him with costs upon proceedings taken by the Commanding Officer of the Division in the manner prescribed by Section 24 of the Royal Naval Reserve (Volunteer) Act, 1859, and he shall also for every such offence as aforesaid be liable on the prosecution in the manner aforesaid of the Commanding Officer of the Division who or whose subordinate officer issued the thing destroyed or damaged to a penalty not exceeding £5. (*See also* Article **286,** and Articles **324** to **326** as to mode of bringing to account.)

288. The R.N.V.R. are not to assemble under arms for any purpose unconnected with parade, drill, or rifle practice, except with the approval of the Admiral Commanding.

289. Upon all occasions when the R.N.V.R. enter a garrison or camp as a body, the Officer in command is to report his arrival to the senior Naval Officer present, or, if there is not one, to the officer in command of the garrison or camp.

(2) When any of the R.N.V.R. are assembled with the Regular Forces of the Army or Air Force in camp or for training, they will be under Naval Discipline in the same manner as if they were on actual service.

(3) Camp rules are to apply in all respects to the R.N.V.R., who must perform the camp duties of fatigue, cooking, etc.

(4) When any R.N.V.R. men desire to visit any garrison or camp as a Naval body, the permission of the Admiral Commanding must first be obtained.

290. When the R.N.V.R. are brought together under arms at Rifle Shooting Matches or other occasions with any of His Majesty's Land or Air Forces on shore, the officer in command of the R.N.V.R. present shall take care that every one under his command complies with all the Regulations of the Land or Air Forces relative to the camp or ground on which they may be, and he shall confer with the senior officer of the Land or Air Forces and act in concert with him, so that the R.N.V.R. present may in all cases act in accordance with the orders under which the Land or Air Forces are acting: but it is to be distinctly understood that nothing in this Regulation is to give a claim to any officer of His Majesty's Navy or of the R.N.V.R. to assume command of any of His Majesty's Land or Air Forces, nor to any officer of His Majesty's Land or Air Forces to assume command of any of His Majesty's Naval Forces.

Digitized by Google

291. Officers and men of the Royal Naval Volunteer Reserve when not called out for actual service remain, as ordinary subjects of His Majesty, bound in case of riots to use all reasonable endeavours according to the necessity of the occasion to suppress and quell such disturbances of the peace. They may, in common with all other subjects of His Majesty, be required by the Civil Authority to act as special constables for such purposes. When so employed they will be armed with the ordinary constable's staff, and will not wear uniform.

(2) In cases of serious and dangerous riots and disturbances, the Civil Authority may require His Majesty's subjects generally, including officers and men of the Royal Naval Volunteer Reserve not in actual service, to arm themselves with, and use, other weapons suitable to the occasion, and such other weapons may be used accordingly by officers and men of the Reserve according to the necessity of the case.

(3) In the event of an attack upon headquarters, ships, armouries or stores, officers and men of the Reserve may combine and avail themselves of their organisation to resist it, and may use arms if the necessity of the occasion require it. Should it be necessary for them to use extreme measures, they should, whenever possible, give sufficient warning of their intention.

SECTION II.

Leave.

292. Applications for leave of absence from Commanding Officers of Divisions are to be submitted to the Admiral Commanding. (*See* Article **47**, clause (3).)

(2) Leave of absence to other officers, up to a maximum of 6 months, may be granted by the Commanding Officers of Divisions unless otherwise ordered at any time by the Admiral Commanding; applications for longer periods are to be submitted to the Admiral Commanding.

(3) Care is to be taken that the addresses of officers on leave are recorded at the Headquarters; and changes of address should be at once notified.

(4) The approval of the Admiral Commanding is to be obtained before any officer or man of the R.N.V.R. proceeds on leave outside the United Kingdom. The maximum period for which such leave will be granted is one year, and officers desiring to remain abroad for any longer period may be required to resign their commissions or appointments. During such leave an officer or man will not be appointed for Naval training (*vide* Article **254,** clause (3)).

293. Should an officer be granted leave of absence for not less than six months, a temporary acting appointment may, if necessary,

Digitized by Google

be given to another officer of the Division to fill the vacancy, provided that—

(*a*) The total number of officers allowed to the Division is not exceeded.

(*b*) The officer so appointed is absorbed, or reverts to his former rank, at the expiration of such leave of absence.

(*c*) No additional expense to the Crown is incurred.

(2) Such acting appointments are subject to the approval of the Admiralty.

294. Except as provided for in clause (2), officers undergoing training are not normally to be granted long leave but, at the discretion of their Commanding Officer, they may be granted a few days' leave during recognised leave periods or in cases of urgency.

(2) Midshipmen who are performing six months' training should be granted the usual leave given to other Gun Room Officers of the ship in which they are serving.

(3) Officers granted leave under the above conditions may be continued on full pay for the periods of leave, and such periods will count as part of their training or temporary service. They will not, however, be entitled to any unexpended balance of leave on completion of the term of their appointments. Similarly officers borne in ships abroad will not be entitled to Foreign Service Leave on completion of their service. Officers who may return from abroad before completion of their service may, at the discretion of the Admiralty, be granted Foreign Service Leave, but such leave will not extend beyond the normal date of the completion of their service.

295.

296.

297.

298.

299.

Chapter XIII.—Public Funds, Admiralty Grants, and Accounting Instructions.

SECTION I.

General.

300. The funds placed at the disposal of the Commanding Officers by the Admiralty will consist of :—

(*a*) Imprest advances received from the Admiralty (*see* Article **301**).

(*b*) The Contingent Fund (*see* Article **302**).

Digitized by Google

(2) These funds and the relative accounts of receipt and expenditure are to be kept entirely separate and distinct one from the other, and from the private funds of the Division, if any (*see* Articles **332** and **336**).

(3) These funds are not the property of any individual, and neither the grants nor any receipts that may incidentally arise from the services provided for, are in any circumstances to be transferred to any private account or to be expended for any purpose other than those prescribed in these Regulations.

301. The Admiralty will from time to time as may be requisite entrust public money to R.N.V.R. Accountant Officers in order that Commanding Officers may be enabled to meet expenditure directly chargeable to Navy Votes of the nature specified in clause (2), but only in so far as local payment is authorised by these Regulations (*see* Chapter XVI.), or specially by the Admiralty.

(2) The expenditure directly chargeable thereto comprises :—

(i) Travelling and subsistence expenses payable under Article **303.**

(ii) The bounties payable to R.N.V.R. ratings under Article **373,** after authorisation by the Director of Navy Accounts.

(iii) Advances made to men proceeding for training (*see* Article **375,** clause (12)).

(iv) The fees, not exceeding 2*s*. per head, for the medical examination of ratings, payable under Article **305.**

(v) Such other expenses as may be authorised by the Admiralty for payment from Navy Votes.

(NOTE.—The wages of civilian employees will be paid by the Accountant Officer, Naval Reserves.)

Contingent Fund.

302. Annual grants from Navy Funds to meet certain Contingent expenses detailed in clauses (2) and (3) below will be made to the Admiral Commanding and Commanding Officers of Divisions. The amount of the grants will be calculated on the unit basis of a sub-Division according to the actual number of ratings borne on the 31st December, and will be determined by the Admiralty from time to time. The grant to the Admiral Commanding will not exceed £17 per sub-Division, and that to a Commanding Officer of a Division will not exceed £68 per sub-Division. Payment will be made as provided in Article **312.**

Digitized by Google

(2) *Central Fund.*—The grant made to the Admiral Commanding will form a Central Fund to be expended on the following services :—

(1) Expenses (including the cost of prizes) of Inter-Divisional Competitions, Tournaments, etc., when more than two Divisions participate.
(2) Expenses of the R.N.V.R. Rifle Association.
(3) Services of benefit to the R.N.V.R. as a whole (*e.g.*, special recruiting pamphlets, posters, etc.).

(3) *Divisional Contingent Funds.*—The grant to a Commanding Officer of a Division will form the Contingent Fund, and expenditure on any of the undermentioned services may be authorised by him with a maximum of £25 for any particular item. Proposals to incur expenditure in excess of that sum are to be submitted to the Admiral Commanding for approval.

(1) Expenses (including the cost of prizes) of Divisional Recreation, Sports, Competitions, and Displays ; Inter-Divisional Competitions, etc., except as provided in clause (2) above ; Expenses of List II. personnel attending their Divisional Headquarters under Article **19** except as provided in Article **303.**
(2) Maintenance of Bands.
(3) Use of Rifle Ranges, etc.
(4) Advertising and Recruiting.
(5) Cartage, Casual Labour, etc.
(6) Legal expenses in connection with any proceedings taken by the Commanding Officer under these Regulations.
(7) Insurance of Trophies and Divisional private property.
(8) Minor alterations to Uniform Clothing.
(9) Expenditure within a limit of £5 on repairs to instruments, ship's fittings, etc., and the purchase of small instructional gear.
(10) Other miscellaneous expenditure specially approved by the Admiralty.

(4) Travelling and Subsistence expenses payable from the Central Fund or from the Divisional Contingent Funds are to be dealt with under the principles governing the Special Grant (*see* Article **303**).

303. *Special Grant.*—A special annual grant not exceeding £20 per sub-Division will be allowed to Commanding Officers of Divisions to meet travelling and subsistence expenses in connection with Divisional Duties (other than those covered by Article **377**) subject to the undermentioned conditions :—

(*a*) Reasonable travelling expenses will be allowed in connection with instruction, drills, exercises, and week-end camps

Digitized by Google

or cruises organised for the promotion of Naval efficiency, provided that the place of detached duty is not less than 5 miles distant from the sub-Divisions to which the personnel are attached.

(*b*) Subsistence expenses not exceeding the rates laid down in Article **375,** clause (5), will be allowed, provided that travelling expenses are admissible under sub-clause (*a*) and that the personnel are on duty on these occasions for more than 5 hours (*i.e.*, from the time of muster before proceeding for the drills, etc., to the time of final dismissal or return from such drills, etc., the time allowed for mustering and dismissal being limited to a total of one hour). Claims for these expenses must show the times of mustering, dismissal, departure from and return to sub-Divisional Headquarters.

(*c*) List II. Officers may be repaid their reasonable travelling and subsistence expenses in connection with their attendance at Divisional Headquarters under Article **19,** provided funds are available after the year's expenditure under sub-clauses (*a*) and (*b*) has been provided for. In special circumstances claims that cannot be so met may be forwarded to the Admiralty for consideration.

(2) Expenses will not be allowable to List I. officers and men on account of travelling between their homes and the sub-Divisions to which they are attached, but, in the case of journeys covered by clause (1) (*a*), expenses, not exceeding the cost of journeys from their sub-Divisions, will be allowed if they travel direct from their homes or places of business.

(3) Subsistence will not be allowable for periods of duty at the sub-Division to which members are attached.

(4) Whenever practicable, journeys should be performed by rail, and warrants (Army Form B. 201A or 201C—*See* Article **304,** clause (1)) issued accordingly.

(5) The number of journeys permitted must necessarily be regulated with due regard to the amount available, and it is desirable that the Commanding Officer and Finance Committee should exercise strict control over the expenditure.

(6) Payment is not to be made to any member in the form of an allowance for expenses, but only on the basis of properly vouched accounts for expenses actually incurred.

304. *Forms for Rail Conveyance, etc.*—Officers and men travelling by rail on occasions provided for in Articles **302** and **303** should be supplied with Warrants (Army Form B. 201A for large parties

Digitized by Google

and Army Form B. 201c for small parties and individuals). These forms are obtainable from the office of the Admiral Commanding. The nature of the duty and a reference to the pertinent clause of the Regulations under which the warrants are issued must be inserted in the place provided thereon. Officers and men should travel first and third class on rail respectively.

(2) *Stores, Bedding, etc., for Transportation by Rail.*—Consignment Notes (Form D. 80) should be issued to cover the rail charges, which will be calculated at 3·2*d.* per ton per mile, or the ordinary public rate, whichever is the cheaper. Assistance in loading and unloading is to be given by the members travelling, when available.

(3) All railway warrants (Army Forms B. 201A or B. 201c) and Consignment Notes (Form D. 80) issued to cover expenses under Articles **302** and **303** must bear the signature of a responsible officer and should show clearly the title and address of the officer to whom the accounts should be rendered for settlement.

(4) All expenses under Articles **302** and **303** should be met from the appropriate Banking Accounts within fourteen days of receipt of the invoices.

Fees for Medical Examination.

305. Where it is impossible to utilise the services of a medical officer, R.N.V.R., or a final medical examining officer, R.N., within his normal hours at a recruiting office, for the medical examination of recruits, or ratings about to proceed for training (*see* Articles **146,** clause (3), and **259**), and it is necessary to employ a surgeon and agent or private practitioner, or a final medical examining officer *outside* his normal working hours, a fee not exceeding 2*s.* for each recruit or rating examined may be paid as a direct charge to Navy Votes (Cash Account No. 1). Should the fee actually charged in any particular instance be more than 2*s.* the extra expense is to be met from the Contingent Fund (Article **302**).

(2) The vouchers for such payments are to be accompanied by a certificate signed by a responsible officer, that the examination could not have been performed by a qualified medical officer, R.N.V.R., or by a final medical examining officer, R.N., during his official day at a recruiting office.

306.

307.

308.

Digitized by Google

SECTION II.

Cash Accounts and Supply of Cash.

309. *Cash Accounts.*—The Accountant Officer of each Division is to render to the Director of Navy Accounts two Cash Accounts each quarter, viz. :—

(*a*) Cash Account No. 1 relating to the receipt and expenditure of moneys entrusted to him by the Admiralty for the purposes specified in Article **301.**

(*b*) Cash Account No. 2 relating to the receipt and expenditure of the Contingent Fund (*see* Article **302**).

(2) The Accountant Officer, R.N.V.R. Central Fund, will similarly render a quarterly Cash Account of the expenditure of the Central Fund.

310. *Instructions for Rendering Accounts.*—The following instructions regarding these Accounts are to be observed, and for guidance where no specific provision has been made, Chapter L. of the King's Regulations and Admiralty Instructions should be consulted.

311. Supplies of money for Cash Account No. 1, *i.e.*, for the services which are directly chargeable against public funds, are to be obtained by requisition (Form D. 151A) on the Director of Navy Accounts, who will forward an Imprest Bill for the amount required. The envelope containing the Imprest Demand should be marked " Imprest " on the left lower corner.

(*a*) The Imprest Bills, which will be made out in the name of the Accountant Officer, are, after endorsement, to be paid immediately to the credit of the Public Account opened in the name of the Accountant Officer at the authorised Bank.

312. Supplies of money for the Central Fund and Divisional Contingent Funds (Cash Accounts No. 2) are to be requisitioned quarterly on separate Forms D. 151A in a similar manner to that indicated in Article **311** for Cash Account No. 1. Requisitions from Divisions are to be supported by a Certificate signed jointly by the Officer Instructor and the Commanding Officer of the Division, showing the number of ratings on the strength of each sub-Division on the last day of the preceding quarter.

(2) The final payments to be made in Lady Quarter will be determined by deducting from the full grant—

(i) Advances paid during the year.

(ii) Any balance held at the commencement of the year, *i.e.*, on the previous 1st April, in excess of one-quarter of the grant earned for the preceding year.

(3) Payment will be made by means of Navy Bills which, immediately on receipt, are to be endorsed and paid to the credit of the appropriate Banking Account (*see* Article **317**).

Digitized by Google

313. *Custody of Money.*—The Accountant Officer is responsible for the safe custody and proper expenditure of all moneys entrusted to him, and is to have sole charge of the public safe in which is to be kept all money drawn from the bank or received from other sources.

(2) Detailed instructions appear on Form S. 1001—"Memorandum to Officers in charge of Public Money"—which should be posted on the inside of the door of the safe.

(3) The keys of the safe are to remain in the personal custody of the Accountant Officer unless, in his absence, it becomes necessary for the Commanding Officer to delegate to another Commissioned Officer the charge of the public balance. In this event the officer assuming charge is to receive the keys, and is to be held responsible for the safe custody of the moneys transferred to him, the amount of which is to be verified.

SECTION III.

Banking.

314. *Public Funds.*—In connection with Cash Account No. 1 a public Banking Account is to be opened in the name of the Accountant Officer at such local bank as may be authorised, preference being given, whenever practicable, to Branches of the Bank of England, and the Accountant Officer is to lodge his signature at the Bank. A certificate from the Bank in the following terms is to be obtained and forwarded to the Director of Navy Accounts:—

> "The Account standing in the name of..... is held by the Bank as money belonging to the Admiralty Department of H.M. Government and the Bank will at all times comply with any directions which may be given by the Admiralty in respect of such account."

315. *Headings of Cheques.*—As all cheques used by Officers of Public Departments in drawing upon Admiralty accounts kept at Banks are exempt from Stamp Duty, the Accountant Officer is to use unstamped cheques in connection with Cash Account No. 1. Such cheques should be crossed and headed "On His Majesty's Service."

316. *Bank Balance.*—The balance at the Bank is at all times to be kept as low as possible consistent with the requirements of the public service.

317. *Contingent Fund.*—As regards Cash Account No. 2, amounts received in respect of the Contingent Fund are to be paid into a Bank to the joint account of the Commanding Officer and a Finance

Digitized by Google

Committee, consisting of the Accountant Officer and not fewer than two officers appointed by the Commanding Officer. Cheques on the account are to be signed by the Commanding Officer and the members of the Finance Committee, or such of their number (not less than two) as they may conjointly empower so to do. The account should stand in the books of the Bank in the name of "The Commanding Officer and Finance Committee, ... Division, Royal Naval Volunteer Reserve."

(2) *Central Fund.*—This account should stand in the books of the Bank in the name of "The Accountant Officer, R.N.V.R. Central Fund," who is authorised to draw cheques on the Account.

(3) *Stamp Duty.*—Cheques drawn on these accounts are liable to Stamp Duty.

318. *Change of Bank.*—Admiralty approval must be obtained before opening a fresh banking account or transferring an account already authorised from one bank to another.

319. *Bank Book.*—There will be no distinction in the Cash Accounts between transactions affecting money in the Bank and those affecting actual cash, but the Accountant Officer is to keep a Bank Book (D. 568A), in respect of each of the two Cash Accounts, in which he is to enter at the time particulars of all sums paid into, and cheques drawn upon, the Bank, so that the available balance of money at the Bank may be ascertained at any moment

320. *Inspection of Bank Books.*—The Accountant Officer is at frequent intervals to compare the Bank pass book with his own record (D. 568A) and is to set off in the latter each cheque shown as paid by the Bank pass book.

(2) The Banking and other accounts of Public Moneys of each Division are subject to inspection at any time by officers specially deputed for the purpose by the Admiralty or the Admiral Commanding. Commanding Officers are to afford every facility in their power for the performance of this duty.

(3) Whenever the balances of public money in his charge are officially inspected, the Accountant Officer is to produce the Bank Books and the Bank pass books; an agreement between the balances shown therein respectively being worked out in Bank Books in red ink, any cheques drawn, but not entered in the Bank pass books as "paid," being noted.

321. *Separate Banking Accounts.*—The Banking Accounts in connection with Cash Account No. 1 and Cash Account No. 2 respectively, are to be kept entirely separate from each other, and private money is in no circumstances to be credited to either of these accounts.

(2) Cheques are not to be drawn on either of these Accounts to meet private expenditure connected with the Division.

Digitized by Google

322. *Interest to be brought to Credit.*—Any sums allowed by a Bank as interest on the moneys standing either in Account No. 1 or Account No. 2 are to be credited periodically to the respective accounts.

323. *Pass Book and Cheques.*—Bank pass books and cheques, and their counterfoils, are to be retained for a period of not less than two years from the date of the last transaction, but may be kept for such further period as may be considered desirable.

SECTION IV.

Accounting and Vouchers.

(NOTE.—The instructions in this Section are primarily for the guidance of Accountant Officers of Divisions, but the Accountant Officer, R.N.V.R. Central Fund, is to be guided thereby in regard to the Cash Account for that Fund).

324. *Cash Book* (*S.* 29).—The Accountant Officer is to keep two cash books (S. 29) one for Cash Account No. 1, and one for Cash Account No. 2. Every item of receipt or expenditure is to be posted in the appropriate cash book daily in the actual order of its occurrence.

(2) The cash books are to be so kept that at any time the balances appearing as due thereon will agree with the amount of cash in hand and at the Bank in respect of each account.

(3) Particular care is to be exercised to ensure that items are entered in the correct cash book, and that the two accounts are kept distinct and separate.

325. *Cash Account No.* 1.—Receipts from the following sources are to be taken on charge in this account, viz. :—

(*a*) Imprest advances of public funds obtained from the Admiralty, Article **311.**

(*b*) Money received from a Volunteer for the purchase of his discharge, Article **176** (1) (*c*).

(*c*) Compensation received from a Volunteer under Articles **176** (1) (*b*) and **287,** for loss of or damage to arms, appointments, clothing, etc., issued to the Divisions or to the Volunteer by the Admiralty, and forfeits and penalties received from any Volunteer or person under Articles **286** and **287,** in cases dealt with summarily by the Commanding Officer of the Division.

(*d*) Fines received from a Volunteer for inefficiency under Article **202,** and for offences cognisable by the Naval Discipline Act under Articles **282** and **283,** in cases dealt with summarily by the Commanding Officer of the Division.

Digitized by Google

(*e*) Money received for the issue of clothing on repayment, and for articles of kit sold for the benefit of the Crown, Article **45.**

(*f*) Other sums due to the Crown ordered to be received and taken on charge from time to time.

(2) Expenditure to be accounted for in this Account is indicated in Article **301.**

326. *Cash Account No.* 2.—Receipts to be taken on charge in this account comprise :—

(*a*) Imprests received from the Admiralty on account of the Contingent Fund, Article **312.**

(*b*) Fines or other charges paid by a Volunteer in accordance with Divisional rules, Article **285.**

(*c*) Fines and costs recovered upon legal proceedings taken by the Commanding Officer of the Division under Articles **202, 282, 283, 286** and **287.** (*See* Article **302,** clause (3), item (6).)

(*d*) Receipts that may accrue under any of the headings enumerated in Article **302.**

(2) Expenditure to be accounted for in this account is indicated in Article **302.**

327. *Accounts and Vouchers.*—Schedules of the Cash Books made out on Form S. 29 will constitute Cash Accounts Nos. 1 and 2, and are to be forwarded through the Commanding Officer within 21 days of the end of each quarter to the Director of Navy Accounts, accompanied by Vouchers in support of all items, except those in respect of money obtained by Imprests. The Vouchers for both accounts are to bear distinguishing numbers and letters as follows :—

Debit (Receipt) Vouchers are to be lettered A, B, C, etc.
Credit (Payment) Vouchers are to be numbered 1, 2, 3, etc.

the series in each case commencing from the first day of each quarter. Each voucher is to be signed by the Commanding Officer, or his deputy, as certifying his approval of the transaction indicated thereon. Duplicates of all vouchers are to be retained by the Accountant Officer.

(2) Unless a special form is provided (*e.g.*, claim for travelling expenses), vouchers are to be prepared on Form R.N.V. 9 and are to contain sufficient details to indicate clearly the date, nature and purpose of the expenditure. A separate voucher is to be prepared for each payment, except that when payment is made to a number of ratings for the same service and occasion only one voucher need be prepared therefor, provided that it be supported by the individual receipts of the payees. For Cash Account No. 1 vouchers relating to the same service and for Cash Account No. 2 vouchers relating to the same event or occasion are to be scheduled together and summarised on Form S. 27.

Digitized by Google

(3) Vouchers for payments to officers and other members of the Division are to be supported by sub-vouchers proving the expenditure reclaimed, receipts being attached in respect of each individual item of expenditure, in addition to the receipt of the person to whom the money is originally advanced by the Accountant Officer. Failure to comply with this instruction will render the charge liable to disallowance.

(4) Advances of cash made to officers, treasurers of sub-committees, etc., to meet disbursements for any of the purposes specified in Articles **301** or **302** are to be regarded as part of the cash balance of the Division, until the expenditure is accounted for in the manner indicated above.

328. *Receipts.*—An adequate receipt is to be furnished for each item of expenditure, and when the amount of any payment made is £2 or more, a receipt stamp, provided by the person receiving the money, is to be affixed unless exempted under the provisions of Article **1813** of the King's Regulations and Admiralty Instructions.

(2) Vouchers relating to the local purchase of Naval stores, sports gear, etc., and the repair or renewal of instruments, ship's fittings, etc., are, in addition to being supported by the contractor's receipted invoice, to bear a certificate that the stores, etc., have duly been received and taken on Store Account charge by entry in the appropriate store account, or, in the case of repair, that the work has been satisfactorily performed.

329. *Outlying sub-Divisions.*—All claims for expenses incurred by Outlying sub-Divisions are to be forwarded to the Accountant Officer of the Division for settlement, after approval for payment has been obtained from the Commanding Officer and Finance Committee.

330. *Postage.*—A postage book should be kept, if necessary, and when the Cash Account is being closed the total of postage expenditure should be brought to account (Form R.N.V. 9) and posted in the Cash Account.

331. *Supplies of Voucher Forms, etc.*—Supplies of Voucher, etc., Forms can be obtained from the Superintendent, R.N. Store Depot, West India Docks, London, E.14.

332. *Private Funds.*—Contributions to the private funds of the Divisions and expenditure defrayed therefrom should not be shown in these accounts. In the event of a Voucher comprising expenditure chargeable to private as well as to public funds or the Admiralty grants made to the Division, the amount chargeable to each source of income should be clearly indicated on the Voucher, and only the proportion chargeable to public funds or Admiralty grants, entered in the respective Cash Account.

Digitized by Google

333. *Private Funds.*—An account of the receipt and expenditure of money obtained from private sources is to be kept in a suitable form.

334. *Inspection of Public Money.*—On the last day of each quarter after all payments for the quarter have been made, or on the first day of the succeeding quarter, before any transactions have taken place, the Cash Books are to be balanced, and the balances are to be verified concurrently by the Commanding Officer of the Division or an officer deputed by him for the purpose, who will fill up Forms S. 452 (Summary of Cash Account) and append his signature at the end of the quarterly Cash Accounts (Forms S. 29) in approval thereof.

If it is impracticable to carry out this verification of the cash balance at the end of the quarter, such verification may be postponed, but postponement will only be accepted in very exceptional and isolated cases. If the verification is postponed, an explanation is to be furnished, on each occasion of postponement, of the circumstances attending the delay, and no transactions which would be included in the following quarter's cash account are to take place during the period of postponement.

The balances of cash are also to be checked by the Commanding Officer or an officer deputed by him, on the following occasions:—

(i) At an uncertain date at least once a quarter.

(ii) On the supersession of the Accountant Officer or on his being relieved of his duties from illness or any other cause.

(2) In carrying out this duty the examining Officer is to be guided generally by the instructions contained in Article **1105,** Clauses 3 to 7, of the King's Regulations.

SECTION V.

Responsibility for Expenditure.

335. *Responsibility of Commanding Officer.*—Commanding Officers of Divisions are personally responsible for all expenditure authorised by them out of public funds and Admiralty Grants.

(2) All expenditure charged in Accounts No. 1 or No. 2 of a Division will be deemed to have been so authorised, except where specific Admiralty authority has been given.

(3) *Income not to be exceeded.*—The expenditure of a Division from Admiralty Grants is not to exceed its income.

336. *Expenditure from Private Funds.*—The Admiralty cannot accept any responsibility for expenditure from private funds.

337. *Functions of Finance Committee.*—The functions of the Finance Committee are advisory, and not intended to limit the responsibility of the Commanding Officer.

Digitized by Google

338. *Duties of the Accountant Officer.*—The duties to be carried out by the Senior Accountant Officer of the Division are as follows :—

(*a*) Under the authority of the Commanding Officer to make all payments on behalf of the Division.
(*b*) To keep the financial accounts of the Division.
(*c*) To have charge and keep the accounts of all Clothing and Victualling Stores and Mess Traps supplied to the Division, and to supervise and keep a record of the receipt and issue of all kits and clothing generally.
(*d*) To be a Member of the Board of Officers appointed to carry out the annual stocktaking of Stores.
(*e*) To be a Member of the Finance Committee.
(*f*) To assist the Commanding Officer generally in financial and administrative matters.

(2) The Second Accountant Officer is to assist the Senior Accountant Officer in carrying out the above duties.

339. The Accountant Officer, Naval Reserves, will visit each R.N.V.R. Division annually and is to satisfy himself that the Accountant duties in the Division are being carried out in accordance with the Regulations and in a satisfactory manner. Any matters of importance are to be represented by him, in writing, to the Commanding Officer of the Division, and a copy of the report is to be forwarded to the Admiral Commanding ; minor matters may be settled verbally with the Accountant Officer of the Division.

(2) The Accountant Officer, Naval Reserves, will advise and assist Accountant Officers as much as possible ; and they should refer to him in any case of doubt or difficulty, not only during his inspection, but on other occasions also.

Chapter XIV.—Land and Buildings.

SECTION I.

Purchase or Lease.

340. All proposals to purchase or lease land or buildings, or to erect buildings on land so acquired, are to be submitted by Commanding Officers to the Admiral Commanding, through the R.N.V.R. Committee, for approval before any liability is incurred.

341. Applications for the purchase of land are to specify—

(1) The exact situation and area of the property which it is proposed to acquire. (The situation should also be marked on a small map of the district.)

Digitized by Google

(2) The purpose for which the property is required.
(3) The price which it is estimated would be required.
(4) If the property is already unofficially occupied by the Division the terms on which it is held.
(5) If the property is not occupied by the Division, but its acquisition will enable the Division to surrender other accommodation, the amount of the saving to be effected by its surrender should be stated.

342. The application should be accompanied by a plan of the site and of any existing buildings thereon.

(2) In submitting the application, the R.N.V.R. Committee should state their own opinion of the proposal, and whether they recommend it for approval. The Admiral Commanding will, if he considers it necessary, cause the property to be inspected, and, if he then recommends the application for approval, will submit it for the consideration of the Admiralty.

343. Commanding Officers of Divisions are to draw the attention of District Officers in charge of Works to any case of encroachment upon property vested in the Admiralty, or to the erection of any building adjacent to such property of which the windows overlook Admiralty premises.

(2) Commanding Officers are to be careful not to take any action which may affect Admiralty interests in the property occupied by their Divisions (*e.g.*, by granting a right of way through the premises or by allowing any attachments to be made to buildings or walls).

SECTION II.

Property of Divisions.

344. In pursuance of the authority conferred upon the Admiralty by the Naval Forces Act, 1903, the provisions of the Volunteer Act, 1863, relating to rules and property of the corps, are adapted as shown in the following Articles.

345. The Officers and men of a Division of the R.N.V.R. may from time to time make rules for the management of the private property, private finances, and *civil* affairs of a Division, and may alter and repeal any such rules; but any such rules shall not have effect unless and until they shall be approved by the Admiralty, and upon such approval the same shall be binding on all persons.

(2) A copy of the rules in print or writing, or partly in print and partly in writing, certified under the hand of the Commanding Officer of the Division as a true copy of the rules, whereof the Admiralty's approval has been notified as aforesaid, shall be conclusive evidence of the rules of that Division of the R.N.V.R.

Digitized by Google

346. All money subscribed by, or to, or for the use of any Division, or of any sub-Division in such Division, and all effects belonging to such Division or sub-Division respectively or lawfully used by it, not being the property of any individual officer, petty officer, or man, or member of the Instructional Staff, and the exclusive right to sue for and recover money due to the Division or to any such sub-Division as aforesaid, shall vest in the Commanding Officer of the Division for the time being and his successors in office, with power to him and his successors to sue, to make contracts, and to do all other lawful things relating thereto; and any civil or criminal proceedings taken by virtue of the present section by the Commanding Officer of a Division shall not be discontinued or abated by his death, resignation, or removal from office, but may be carried on by and in the name of his successor in office.

347. The Commanding Officer of a Division receiving any arms, ammunition, or other stores supplied at the public expense or by private subscription shall, subject to the approval of the Admiralty, appoint a proper storehouse for the depositing and safe-keeping of such arms, ammunition, or stores.

(2) Every such storehouse shall be free from all county, parochial, or other local rates and assessments.

(3) All exemptions contained in the Gunpowder Act, 1860, or any Act amending the same, relative to storehouses, magazines, or places belonging to, or held for the service of, the Crown, shall extend to any storehouse appointed under this rule, with the approval of the Admiralty, as a fit place for the storing of ammunition but not otherwise.

348.

349.

Civil and Administrative Rules.

350. The property of the Division is vested in the Commanding Officer, but committees to aid him in the financial and civil business of the Division are to be appointed once a year.

(2) The committees shall for ordinary purposes be two, viz., a Finance Committee (*see* Article **317**) and General Purposes Committee. (*See* Articles **352–4.**)

(3) The Commanding Officer shall have power to convene a special meeting of any committee at one week's notice.

(4) Honorary Officers may take part in the civil affairs of the Division; but they are not eligible for election on either the Finance or the General Purposes Committee.

351. The Finance Committee shall be appointed by the Commanding Officer. (*See also* Article **317.**)

Digitized by Google

(2) The management of the Contingent Fund and Special Grant made to the Division shall be vested in this Committee, but all dealings with these funds shall be subject to the approval of the Commanding Officer. (*See also* Articles **337** and **338.**)

(3) The Finance Committee is to meet at least once a quarter.

(4) The Accountant Officer or his assistant will act as Honorary Secretary, and record the minutes of its meetings.

(5) No substitute shall be permitted for any member, and any vacancy occurring during the year is to be filled up forthwith.

352. General Purposes Committees shall be appointed by the Commanding Officer of the Division for the Headquarters sub-Divisions and also for each place at which an Outlying Unit is established. The committee for the Headquarters sub-Divisions shall consist of the Commanding Officer, Officers Commanding sub-Divisions, and the Accountant Officer; in the case of Outlying Units, of the Commanding Officer of the Division, the Officers Commanding the Outlying Unit concerned, the Accountant Officer, and one additional Officer (selected by the Commanding Officer of the Division from each Outlying Unit concerned); five members shall form a quorum, except that where two sub-Divisions from the Headquarters of a Division, or two sub-Divisions are established at one place as Outlying Units, three shall form a quorum, and in the case of a single outlying sub-Division, two shall suffice.

(2) An Honorary Secretary shall be appointed annually by the Committee, and any vacancy occurring during the year shall be filled up by the sub-Division concerned, due notice being given to the Honorary Secretary.

353. The General Purposes Fund at the Headquarters of any Division or Outlying Unit shall consist of donations and subscriptions from private sources, and shall be managed by the General Purposes Committee, but all transactions in connection therewith shall be subject to the approval of the Commanding Officer.

(2) The General Purposes Committee will be informed by the Commanding Officer of the extent to which it will be possible to meet expenditure at the Outlying Units on Bands, Prizes, Rifle Ranges, Markers, etc., out of the Contingent Fund (*vide* Article **302**). Any authorised expenditure so incurred will be dealt with by the Accountant Officer at Headquarters and brought to account by him in Cash Account No. 2, the items being supported by duly receipted vouchers (*see* Articles **327** and **332**).

354. The accounts of the General Purposes Funds, and any other private funds, shall be audited by auditors elected from the Division (members of the General Purposes Committee being ineligible), or by a member of a Chartered or Incorporated Society of Accoun-

Digitized by Google

tants appointed by the Commanding Officer, in which case the cost of the audit will be borne by the General Purposes Fund.

(2) The Public Accounts of each Division shall be subject to audit only as provided in Chapter XIII.

(3) Audited abstracts of the General Purposes and any other private divisional accounts, together with the annual return of Public Receipts and Expenditure, shall be posted at Divisional Headquarters, and at the headquarters of Outlying Units concerned, early in each year.

355–9.

Chapter XV.—Pay and Allowances, Travelling Expenses, Medical Treatment and Compensation for Injuries.

SECTION I.

Pay and Allowances.

360. When called out by Royal Proclamation, or when performing training or service in H.M. Ships or Establishments, officers will receive pay at the rates in force at the time for officers of corresponding rank in the Royal Navy (except as provided in clause (2) below) or such special pay as may by Order in Council be determined. The present rates of pay are given in Appendix M, Section I.

(2) Only mobilised service in the Royal Navy in a *confirmed* rank will count towards increase of pay in that rank. Whenever an officer claims a rate of pay in excess of the minimum rate of his rank, instructions should be requested of the Admiralty before the higher rate is granted.

(3) Retired Officers R.N., holding commissions in the R.N.V.R., when appointed for training or service in the Royal Navy as R.N.V.R. Officers in time of peace, will receive the pay and allowances for which they may be eligible under the regulations of the R.N.V.R. in virtue of their R.N.V.R. rank, their retired pay being suspended, subject to the following provisos :—

(*a*) In the case of an officer who has commuted his retired pay in whole or in part or who received a gratuity on retirement or discharge from the Royal Navy, a deduction is to be made from his full pay equal to the amount of retired pay commuted or to the annual value of the gratuity. Officers retired or discharged under the special reduction schemes sanctioned by Orders in Council of 14th July, 1922, and 12th February, 1923,

Digitized by Google

or any corresponding reduction scheme, shall, however, be exempt from this reduction in respect of any gratuity awarded to them thereunder.

(*b*) Any officer may continue to receive his retired pay instead of the full pay of his rank in the R.N.V.R. if such course be to his advantage.

Accountant Officers of H.M. Ships and Establishments should inquire of the Admiralty as to the correct rate of pay of any Retired Officer R.N. appointed for training or service in the Royal Navy as an R.N.V.R. Officer in time of peace.

(4) Time served in the R.N.V.R. by Retired Officers R.N. holding commissions in the R.N.V.R., whether the officer be in receipt of full pay in respect thereof or not, will count in the usual manner for all purposes under the regulations of that force, but will not affect an officer's rank, status or pay as an officer of the Royal Navy.

361. R.N.V.R. Officers are not entitled to receive any allowances as contributions towards mess expenses except as provided for hereunder.

(2) Gun Room Officers embarked in H.M. Ships in which there is no Gun Room Mess and Gun Room Officers on reaching the age of 23, whether there be a Gun Room Mess in the Ship or not, are required to mess in the Ward Room and to pay their proper share of mess money as if they were Ward Room Officers, but to meet the increased expenses they will be allowed the difference between 37*s.* 6*d.* a month and the amount contributed monthly by the officers of the mess, which amount, however, is not to exceed the prescribed limit of £3.

(3) This allowance is to be paid also to Sub-Lieutenants when in command of destroyers or other small vessels.

(4) The maximum amount payable under the regulations is not to exceed 22*s.* 6*d.* for each complete calendar month. For broken periods payment is to be made at the rate of 9*d.* a day.

(5) Warrant Officers obliged to join a mess which includes all Officers will be allowed 1*s.* a day.

(6) The rates of mess subscription in H.M. Ships may vary from time to time, and consequently the rates of difference of mess subscription laid down in this Article may be changed. (*See also* Article **259,** clause (2).)

362. Except as otherwise provided herein, officers will, on confirmation in the rank in which they are entered, be eligible for a Uniform Allowance of £50.

Special Branch Officers will be eligible for the allowance when they have satisfactorily completed a period of training or are called out by Royal Proclamation.

Chaplains and Honorary Officers are not eligible for any uniform allowance.

Digitized by Google

(2) Uniform Allowance is granted for the sole purpose of assisting officers to provide themselves with necessary articles of uniform, and the Admiralty reserves the right to demand an account of expenditure, and to pay no greater sum than that for which proof of expenditure is produced.

(3) Officers with previous service in the R.N., R.N.R., or R.N.V.R., who :—

(i) Enter or re-enter the R.N.V.R. after a break of at least 3 years will receive a Uniform Allowance of £50.

(ii) Transfer to the R.N.V.R. or who enter or re-enter the R.N.V.R. after a break of less than 3 years will receive as Uniform Allowance :—

(*a*) The difference between the grant they previously received (or retained) and £50, or

(*b*) If no payment be due under (*a*) a refund, not exceeding the normal grant, of reasonable and necessary expenditure incurred in altering uniform to R.N.V.R. requirements or in the purchase of articles of a different pattern or of additional quantities where the R.N.V.R. scale is larger, provided a complete claim, supported by receipted bills in respect of the outlay incurred, is submitted to the Director of Navy Accounts within 12 months of promulgation of confirmation in rank or of entry in the case of an officer not entered on probation.

NOTE.—No grant will be made for replacement of articles worn out or no longer in the officer's possession, where no change of pattern is involved.

Officers entered on probation will not be entitled to any payment until they have been confirmed in rank.

(4) An Officer who withdraws or is discharged from the Force before the completion of four years' service will be required to refund the amount paid to him to the extent of one quarter of the allowance in respect of each year or portion of a year by which his service falls short of four years, but in exceptional circumstances—*e.g.*, where the failure is due to ill-health not attributable to the Officer's misconduct or imprudence—the refund may be waived in whole or in part at the discretion of the Admiralty. In computing the sum to be recovered from officers referred to in clause (3), both former service and the amount of the grant received (or retained) in respect thereof will be ignored.

(5) Officers on becoming eligible for Uniform Allowance are required to furnish an undertaking to comply with the conditions of clause (4) of this Article, and a form for this purpose will be issued by the Director of Navy Accounts without prior application.

Digitized by Google

(6) Payment may be made to the parent or guardian of an officer who is a minor at the time he becomes eligible for payment, subject to the parent or guardian making application to the Director of Navy Accounts and furnishing the undertaking referred to above.

(7) No payment in respect of Uniform Allowance is to be made without the authority of the Admiralty.

363. While under training or when mobilised for actual service, R.N.V.R. ratings will receive the same rates of pay as the corresponding ratings of the Royal Navy, except that only mobilised service and/or former R.N. service as allowed under R.N. conditions, will count towards progressive increases of pay. The rates of pay are given in Appendix M, Section II.

(2) They will also receive pay under the conditions and at the rates provided for men of the Royal Navy in respect of Good Conduct Badges awarded under Article **48,** clause (1), and for non-substantive ratings granted under Article **157.**

(3) Engine Room Artificers, R.N.V.R., will be eligible for the certificate, machinery and senior allowances issuable to Engine Room Artificers, R.N.

(4) Kit Upkeep Allowance at active service rates is payable to men called out. Men undergoing training are not eligible for this allowance.

(5) Men called out in the event of war are to be credited with clothing gratuities as laid down in Article **46,** clause (2).

(6) When called out for active service each man—provided he is medically fit—will, on joining his ship, be credited on the ledger with a bounty of £5. This bounty will only be payable to men who are actually in the Reserve on the date of the Royal Proclamation calling out the Reserve.

(7) *Marriage Allowance.*—Marriage Allowance on the same scale as for the Royal Navy is payable for the legal wives and/or legitimate children (including step-children and in certain circumstances adopted children), of Royal Naval Volunteer Reserve ratings of 25 years of age or over, undergoing Naval training for not less than seven days, or when called out for active service. (*For detailed regulations see Article* **1767,** *particularly Clauses* 2 *and* 3, *and Appendix III., Part IIc., King's Regulations and Admiralty Instructions.*)

(8) *Periods of Training of Three Weeks or less.*—Where the period of training is not to exceed three weeks, Form S. 1031 (application form for Marriage Allowance for Reservists undergoing drill or training) is to be used, containing :—

(i) A declaration from the Commanding Officer as to the man's attendance for drill or training during a specified period.

Digitized by Google

(ii) An application by the man for Marriage Allowance, to be accompanied by his Marriage Certificate, his Birth Certificate and the full Birth Certificates of his children (if any).

(iii) A certificate, to be signed by a responsible person, to the effect that the wife and children are alive and normally resident with the man.

This form, after the completion of the declaration mentioned at (i), should be handed to each man on his discharge, and he should be instructed to complete it on his return home, and then to forward it together with the necessary certificates, to the Director of Navy Accounts. Provided that the application is found to be in order, Marriage Allowance will be paid in one lump sum to the man himself.

(9) *Periods of Training in excess of Three Weeks.*—Where the period of training is to exceed three weeks, men wishing their wives to obtain Marriage Allowance should declare Allotments of at least the minimum rates laid down for the Royal Navy (Appendix III., Part IIc., Scale C, King's Regulations and Admiralty Instructions). On receipt of the Allotment Declaration in Office, steps will be taken to award Marriage Allowance as in the case of Active Service ratings, and no further action on the part of the man will be required. It is important that Declarations should show the commencing date, and the probable date of expiration of training. "Stop" notices (Forms S. 54, etc.,) should be rendered on completion of training, charges in respect of the Allotment being made to the last Thursday on which the man is borne for pay.

(10) *Allotments and Remittances.*—Allotments of pay are permitted (in accordance with the general regulations applicable to Active Service ratings, *see* Articles **1755–1766,** King's Regulations and Admiralty Instructions), only during periods of Active Service, and of training in excess of three weeks.

Every facility for remitting money or obtaining postal orders is to be given to all men embarked for training.

(11) Men who are medically rejected on being called out in time of war or emergency are to be paid the rate of Naval pay appropriate to their ratings by the Accountant Officer of the Division, in respect of the period during which they are detained at Headquarters. Such men are entitled to Naval pay from the date of the issue of their personal summons to join, provided they report within three days (inclusive) of such date. Men reporting later are to be paid from date of reporting. In addition to pay, lodging and provision allowances may also be paid if the men are not provided with service accommodation or victualled. The men's signatures are to be obtained on the voucher for payment, which should show the inclusive period during which the men are detained for medical

Digitized by Google

examination, and be forwarded to the Admiralty in support of the entry in the Cash Account.

The period during which the men are borne for pay should be entered in the service columns on page 3 of their Service Certificates.

Grog Money.

364. While under training, or when mobilised for actual service, R.N.V.R. ratings will receive grog money under the same conditions as ratings of the Royal Navy when the spirit ration is not drawn. (*See* King's Regulations and Admiralty Instructions, Article **1832.**)

365.

366. Officers and men undergoing training, whether afloat on board one of H.M. Ships, or attending a course of instruction at a Naval Establishment, will receive pay from the date of appearance in H.M. Ship or Establishment to the date of disembarkation therefrom (whether they are victualled or not on those days), and in the circumstances provided for in Article **265,** clause (3), pay is to be extended up to and including the date on which the authorised period of training or instruction expires, or on which the officer or man is due to arrive at his sub-Division or home (*see* Article **375,** clause (7) if the latter date be unavoidably earlier (*see* Articles **382,** etc., as to officers and men sent sick, etc.).

(2) Should it happen that a ship which an officer or man has been ordered to join has sailed before the officer or man reaches the port, he may be paid from the date of such arrival, or the date of appearance authorised, whichever is the later, provided his failure to join be due to no fault of his own, and that he reports himself to the nearest Naval authority without delay.

(3) Officers and men are not to receive pay for any day prior to the date of appearance authorised notwithstanding that they may have arrived earlier.

(4) Officers and men appearing after the date of appearance authorised, who are nevertheless permitted to proceed with their training, will receive pay from date of appearance only.

(5) Officers and men whose period of training is curtailed at their own request will receive pay to the date of disembarkation only (*see* Article **265,** clause (4)).

(6) Where an extension of training is authorised under Article **257,** clause (7), pay will be continued for the length of the extension, in accordance with the general principles set out herein.

(7) Officers and men are not entitled to pay for the time spent in travelling to and returning from training, except as provided in

Digitized by Google

clause (1). In the event, however, of the journey being prolonged beyond the normal time required therefor through no fault of the traveller (*e.g.*, steamship passages delayed through stress of weather), the circumstances should be reported to the Admiralty. Grants of pay for the time thus lost will, however, be made only in exceptional circumstances and subject to the production of evidence of financial loss that would not have occurred but for the abnormal time spent in travelling.

(8) Any case of doubt as to the period for which an officer or man should be borne for pay is to be referred to the Admiralty for instructions.

367. Accounts of Reserve officers and men when borne on Ships' books are to be shown on separate lists and sub-divisions of lists from those of R.N. ranks and ratings.

368.

369.

370.

371.

National Insurance.

Health and Pensions.

Naval Reservists undergoing Drill or Training or serving Voluntarily during Manœuvres.

372. Naval Reservists are to be regarded for health and pensions insurance purposes as in civil employment whilst undergoing training or voluntarily serving during manœuvres, provided that immediately prior to joining for such training, etc., they were insured as civilians.

(2) *Cards and Stamps.*—When attending for training, etc., they should be called upon to produce the insurance cards used by them in civil life, and stamps are to be affixed thereon at the rates promulgated from time to time in Admiralty Fleet Orders.

(3) Stamps are required for every Monday for which a man is *borne for pay*, and for fractional portions of a week, *e.g.*, the portion of the week in which a man re-enters for pay from prison, civil power, etc., with the exception that no contribution is payable and no stamp should be affixed in respect of any period during which a reservist is rendered incapable of performing duty by reason of bodily or mental disablement. The first employer during the week

Digitized by Google

is liable to pay the contributions due for that week. Where, therefore, a man joins later in the week than Monday, and has been in civil employment during the week, his card should have been stamped for that week by his employer, and the men are themselves responsible for seeing that this has been done. If, however, the man was not in employment prior to joining, a stamp of the value of the full contribution due for the week is to be issued.

(4) *Charge against Pay.*—A charge at the rate of 4½*d.* is to be made against the pay of a reservist in respect of each week of training, etc., for which a stamp is affixed to his card.

(5) *Custody of Cards.*—During the period of training, etc., the cards of insured men should be kept in the custody of the Accountant Officer who will be responsible for their security. If a man is transferred to another ship or establishment, his card is to be attached to his pay documents. Care should be taken to prevent the loss of any cards, as it is imperative that they should be returned to the men on their return to civil employment, but where cards cannot be handed to the men they should be stamped for the necessary period and forwarded to the Director of Navy Accounts, together with a statement as to the circumstances in which the above action could not be taken.

(6) *Stamps—When to be Affixed.*—Stamps of the statutory value for the periods men are borne for pay are to be affixed to the cards on the following occasions :—

(*a*) On discharge to another ship or establishment, or to the shore.
(*b*) On being marked " Run," or " D.D."
(*c*) On discharge to prison, detention quarters, or civil power.
(*d*) At the end of every quarter before the ledger or other pay document is closed.
(*e*) On the expiration of the currency of the card.

(7) *Men Joining without Cards.*—Men joining from shore without insurance cards are to be called upon to declare on one of the forms provided on Form S. 1035, whether or not they are insured persons as defined in clause (1). Forms S. 1035 when completed are to be forwarded as enclosures to the ledger or pay lists on which the men are first entered for pay.

(8) If men sign the first declaration on Form S. 1035 the requisite stamps are to be affixed to emergency insurance cards, supplies of which are obtainable at local post offices.

(9) If men sign the second declaration on Form S. 1035, no stamps are to be issued for them. This declaration will be signed by two different classes of men, *viz.* :—

(*a*) Those who, though " employed " in civil life within the meaning of the National Health Insurance Act, are

Digitized by Google

exempt from insurance. Every such man possesses an exemption book, and if he produces it, a notation is to be made therein of the period of training, and the ship or establishment in which trained. No stamps should be affixed to these books by Accountant Officers.

(*b*) Those who are excepted from insurance, *i.e.*, those who in civil life are not " employed " within the meaning of the Act. Such men do not possess exemption books, but their declarations on Form S. 1035 are to be accepted.

(10) *Cards—Currency Expired.*—Stamps must not be affixed to a man's card when the period of its currency has expired. If the period of training extends beyond the currency of the card, and a fresh card cannot be obtained in time, an emergency card should be used as in the case of the men referred to in clause (8).

(11) *Men Exempted and Excepted.*—In no case will pensions contributions be paid from Naval funds during training, in respect of Naval reservists who are exempted or excepted persons under the Health Insurance Act, but who may be required to be insured in certain circumstances under the Contributory Pensions Act. The liability for pensions contributions during training in respect of such reservists will remain with their civil employers, provided that the contract of service continues and remuneration is paid by such employers for the training period. If remuneration is not paid by the civil employers for the training period, contributions are not payable for that period at all.

(12) *Notations on Ledger.*—Men uninsured as regards health and pensions are to be distinguished on the ledger, and all pay documents, by the insertion of the letter " U " in red ink beneath their names. Where, however, a man is not so distinguished on his transfer pay documents, and he is unable to produce his insurance card, immediate inquiry as to the facts of his case and the disposal of his card, if any, are to be made to the last ship in which he was borne. The ledger should also show particulars as to the insurance cards of insured men, and the number of stamps issued during the period borne. Where stamps at the rate applicable to Northern Ireland are used, the notation " N. Ireland " should appear against the man's account on the ledger.

Naval Reservists Mobilised for War or an Emergency.

(13) These men, if finally passed as medically fit for service, are to be regarded for health and pensions insurance purposes as if they were active service ratings from the date of mobilisation.

(14) Reservists called up, but medically rejected for service, are to be treated, for the short period they are borne for pay, in the same manner as reservists undergoing training.

Digitized by Google

Officers.

(15) Officers undergoing training, who are insured under the National Health and Pensions Insurance Acts in respect of their civil employment, and wish their insurance to be continued during the period of training, are to produce to the Accountant Officer their Health and Pensions Insurance cards, if still current (otherwise emergency cards should be used), and stamps at the same rates as for men are to be affixed thereto, the *full amount* of the employees' contributions being deducted from their pay. These deductions are to be at the rates promulgated from time to time in Admiralty Fleet Orders. The expenditure for stamps for officers should be brought to account on Forms S. 1037.

Unemployment.

Naval Reservists undergoing Drill or Training, or serving Voluntarily during Manœuvres.

(16) The scheme of insurance against unemployment embodied in the Unemployment Insurance Acts, applies generally to all civilians of the age of 16 and upwards falling within the National Health Insurance Scheme, with certain exceptions, *e.g.*, agriculture and domestic service are not included. Persons not in an excepted employment can claim exemption under certain conditions, and, if their claim is admitted, are issued with an Unemployment Insurance Exemption Certificate.

(17) It is provided in the Act that where a man of the Naval Reserves is being trained, and is in receipt of pay from Naval funds, and was normally before his training an employed person within the meaning of the Act (*i.e.*, not in an excepted employment), he shall be deemed while so training to be an employed person in the service of the Crown. This applies even if a man is unemployed immediately prior to training, provided he was, previous to the period of unemployment, working in an insurable occupation and has had an unemployment book issued to him. The proof of a man's normal employment in an insurable occupation is therefore the fact that he has had an unemployment book issued to him.

(18) The unemployment book of reservists for whom there is prima facie evidence to show that they are domiciled in the Irish Free State, should *not* be stamped during the period of training, etc.

(19) As in the case of health insurance, both the employer's and employee's contributions will be paid from Naval funds, no contribution being exacted from the men during their training, etc. Unemployment insurance stamps are accordingly to be affixed to the unemployment books of all insured reservists for each calendar week of training at the rates promulgated from time to time in Admiralty Fleet Orders.

Digitized by Google

(20) A calendar week means the period from midnight on one Sunday to midnight on the following Sunday. The first employer during the week is liable to pay the contribution due for that week. Where, therefore, a reservist is entered for training, etc., later in a week than Monday, and has been in civil employment during the week, his book should have been stamped for that week by his employer, and the men are themselves responsible for seeing that this has been done; if, however, the man was not in employment prior to training, a stamp of the value of the full contribution due for the week should be affixed on entry.

(21) In the case of the persons previously mentioned who are granted an Exemption Certificate, the employer is still liable to pay his share of the contribution. Exempt persons are not provided with an ordinary unemployment book, but must obtain an Unemployment (Exempt Persons) Book, and where a reservist produces one of these books, stamps should be affixed for each calendar week of training at the rates promulgated from time to time in Admiralty Fleet Orders.

(22) Reservists should be instructed to bring their unemployment book or Unemployment (Exempt Persons) Book with them, if they are not in an excepted occupation. These books are to be obtained from the men and should be kept in the custody of the Accountant Officer. On the transfer of a man to another ship or establishment, his book should accompany his pay documents. Care is to be taken to prevent the loss of any books, as it is imperative that they should be delivered to the men on final discharge to the shore on completion of training, etc.

(23) Stamps of the statutory value for the period served are to be affixed to the unemployment books on the following occasions:—

(*a*) On discharge to another ship or establishment or to the shore.
(*b*) On men being marked "Run" or "D.D."
(*c*) On discharge to prison, detention quarters, or civil power.
(*d*) At the end of every quarter, before the ledger or other pay document is closed.
(*e*) On the expiration of the currency of the book.

In the cases of (i) men in an excepted employment, and (ii) men in possession of a Certificate of Exemption, the following respective notations are to be made against their names on the ledger or pay list on which they are first entered for pay:—

(i) "U.I.—Excepted."
(ii) "U.I.—Exempt."

The ledger should also show particulars of the unemployment books of insured men and of the number of stamps issued during the period of training, etc.

Digitized by Google

(24) *Omission to produce Unemployment Books.*—Where reservists who are normally employed in insurable occupation fail to bring their unemployment books with them on reporting for training, the following procedure should be adopted:—

(*a*) If a man states that he was unemployed prior to training and that his book is lodged at an employment exchange, he should be required to produce the official receipt (which is a card, No. U.I.40), which should be sent to the exchange named upon it, whereupon the exchange will forward the book to the Accountant Officer.

(*b*) Where a man states that he has left his book with his employer, or at an exchange, but cannot produce a receipt, an emergency book should be obtained from the nearest local office of the Ministry of Labour. The emergency book should be stamped in the usual way and returned to the man at the end of training, the instruction to the contrary appearing on the book being disregarded.

Pensioners and Reservists, Mobilisation.

(25) The Unemployment Insurance Acts provide that when a Naval Pensioner or a man of the Naval Reserves is called up for service on an occasion of great emergency, he shall be treated for unemployment insurance purposes as a man undergoing training, *provided the period of such service does not exceed four months.* If the period of service exceeds four months, he will be treated on discharge as an active service rating, *i.e.*, except in certain circumstances, he will receive on discharge a free credit of unemployment insurance contributions.

(26) *Mobilisation for an Emergency other than War.*—The unemployment books of pensioners and reservists mobilised for an emergency other than war are to be collected on mobilisation, arrangements being made to prevent their loss or confusion.

(*a*) If the period of service is four months or less, the books are to be stamped *on demobilisation or discharge* for the period of service (both the employer's and employee's contributions being paid from Naval funds) and returned to the men.

(*b*) If the period of service exceeds four months *no unemployment insurance stamps are to be affixed to the books,* but the books are to be forwarded in bulk with a covering explanatory memorandum, *on the expiration of the period of four months,* to the Assistant Accountant-General, Finance Department, Ministry of Labour, Ruskin Avenue, Kew, Surrey. Before the books are forwarded to the Ministry of Labour, the book numbers (*i.e.*, office of issue and serial number) are to be noted in pencil on the men's service certificates

Digitized by Google

on page 1 at the foot of the " Medals, Clasps, etc.," columns. When discharge after more than four months' service does occur, Forms U.I.3 X.S. (known as S. 1299) are to be rendered to the Director of Navy Accounts, care being taken that where a man was insured against unemployment prior to mobilisation the question on Form U.I. 3 X.S. : " Has applicant ever had an Unemployment Book ? " is answered by quoting the book number of the man's former unemployment book as noted on the Service Certificate.

(27) *Mobilisation for War.*—When men are mobilised for war the unemployment books are to be collected and sent to the Ministry of Labour with a covering explanatory memorandum *immediately* on mobilisation, the book numbers (*i.e.*, office of issue and serial number) being, however, first noted on the men's Service Certificates as laid down above for an emergency other than war.

(*a*) For insured men who serve only four months or less, emergency unemployment books are to be obtained from the nearest local office of the Ministry of Labour stamped to date of discharge, and handed to the men. It is important that the book number of a man's regular unemployment book as noted on his Service Certificate should be inserted on the emergency book.

(*b*) When service exceeds four months, Forms U.I.3 X.S. are to be rendered on demobilisation or discharge (*see* also last sentence of clause (25) (*b*) above).

Unemployment Insurance of Officers.

(28) Officers undergoing training who are insured under the Unemployment Insurance Acts in respect of their civil employment and wish their insurance to be continued during the period of training, are to produce to the Accountant Officer their unemployment books, whereupon he will affix stamps of the denomination used in their civil employment, *and will deduct the amount of the employees' contributions from their pay.*

The *unemployment books* of officers for whom there is prima facie evidence to show that they are domiciled in the Irish Free State, should *not,* however, be stamped.

Insurance Stamps.

(29) *Requisitioning.*—Supplies of National Health and Pensions, and Unemployment Insurance stamps of the denominations that may be required are to be obtained from the local post offices whenever practicable, when the total value does not exceed £10 ; otherwise by requisition on Form D. 406A from the Controller, Post Office Stores Department (Stamp Section), Inland Revenue, Somerset House, London, W.C.2. On receipt and whilst on charge they are

Digitized by Google

to be regarded as public money in the same manner as postage stamps. Their expenditure is, however, to be claimed separately in the cash account once a month, and the numbers of the several denominations of stamps issued are to be given separately on the cash voucher, Form S. 1037. When stamps are demanded from the Post Office Stores Department, Somerset House, a report showing the numbers and values of the stamps so obtained is to be forwarded, on the day of their receipt, to the Director of Navy Accounts, who will make payment for such supplies.

(30) *Cash Account Procedure.*—The values of the National Health and Pensions, and Unemployment Insurance stamps on charge are to be distinguished from each other and from the value of the postage stamps on charge, both in the Cash Balance Book (Article **1802**, K.R. and A.I.) and in the " Statement of Balances of Public Money transferred to next Account," on the front of the monthly cash account (Form S. 29).

(31) On paying off at home, insurance stamps on charge are to be transferred to the Accountant Officer, Royal Fleet Reserve, at Portsmouth, Devonport or Chatham, and his receipt obtained in the usual manner.

(32) *Cancellation of Stamps.*—Every adhesive stamp affixed to an insurance card or unemployment book is to be cancelled at the time of affixing by writing in ink, or stamping with a metallic die with black indelible ink the date across the face of the stamp.

(33) Care should be taken not to affix an unemployment insurance stamp to a Health and Pensions Insurance card, or vice versa.

Bounties for Drill, &c.

373. Annual Bounties will be granted on the scale shown below to assist ratings on List I. to meet their out-of-pocket expenses in carrying out drills and training.

	£	s.	d.
I. *Ordinary Seaman, Signal, and Telegraphist Ratings; Boys; and Buglers.*			
1*s.* per drill up to a maximum of 50 drills—*See* clause (2)	2	10	0
II. *Other Seaman, Signal, and Telegraphist Ratings.*			
1*s.* per drill up to a maximum of 50 drills—*See* clause (2)	2	10	0
For Qualifying or Requalifying in Branch—*See* clause (3)	0	10	0
Maximum per Man	£3	0	0

Digitized by Google

III. *Artificers; Artisans; and Writers.*

	£	s.	d.
1s. per drill up to a maximum of 50 drills— *See* clause (2)	2	10	0
For performance of training—*See* clause (4)	0	10	0
	£3	0	0

(2) *Drills.*—Only drills performed at Divisional or sub-Divisional Headquarters, etc., count for bounty purposes. Although each day of voluntary Naval training afloat or at a Naval Establishment is regarded as equivalent to two drills under Article **204,** clause (3), for the purpose of rendering ratings efficient, the bounty of 1s. per drill is not payable in respect thereof. The bounty of 1s. per drill is payable for any number of drills, within the authorised maximum, performed during each year, which for this purpose extends from 1st November to 31st October.

(3) *Qualification in Branch.*—Ratings who qualify in the " special branch " to which they are allocated, under Articles **155** and **156,** will be eligible for this grant. Each payment of 10s. covers a complete year of enrolment, the first payment being made for the year in which a rating qualifies. Thereafter annual payments will be made—(*a*) continuously so long as the rating requalifies during each subsequent period of enrolment as required by Article **156**; otherwise—(*b*) at the discretion of the Commanding Officer of the Division, up to and including the third year only of the period of enrolment following that in which the rating qualified or last requalified.

A man who qualifies or requalifies for non-substantive rating under Article **157** (*see also* Appendix C) is, *ipso facto,* to be regarded as having " qualified or requalified in branch " for the purposes of the grant of bounty under the conditions of this clause, but a man who fails to qualify or requalify for non-substantive rating may, nevertheless, be " qualified or requalified in branch " for bounty purposes if he has duly satisfied the conditions of Article **156,** clause (1).

(4) *Performance of Training.*—The ratings concerned will be eligible for this grant as follows :—

14 days' training .. one annual grant of 10s.,
28 days' training .. two annual grants of 10s. each,
42 days' training .. four annual grants of 10s. each

in any one period of enrolment.

One grant covers a complete year of enrolment, and payment of the first year's grant will be made on the 31st October following completion of 14 days' training. Subsequent annual grants are dependent upon performance of the necessary further amount of training. Grants for future years within the current period of

Digitized by Google

enrolment may be earned by the performance of the requisite amount of training, but will not be paid in advance. Arrears of grants for the current period of enrolment may be earned by the performance of the necessary amount of training before the enrolment period ends, but they cannot be earned after re-enrolment, nor can training performed in one period of enrolment be carried forward to the next period for bounty purposes.

The following examples are given to indicate how this grant is payable :—

(A.) A man enrols on 2nd March, 1929, and performs 14 days' training in January, 1930, and 28 days' in September, 1932.

The grant for training is payable as follows :—

31.10.29 .. No grant.
31.10.30 .. 10*s*.
31.10.31 .. No grant.
31.10.32 .. 30*s*. final grant for the period.

(B.) A man enrols on 2nd March, 1933, and performs 14 days' training in July, 1933, and 91 days' in Lady Quarter, 1935.

The grant for training is payable as follows :—

31.10.33 .. 10*s*.
31.10.34 .. No grant.
31.10.35 .. 20*s*.
31.10.36 .. 10*s*. final grant for the period.

NOTE.—Although the total amount of training performed in the period of enrolment in this case exceeds 42 days, the excess cannot count for bounty purposes in the next period of enrolment.

(5) *General.*—The payment of bounty is conditional upon the proper maintenance of a man's kit, and Commanding Officers are empowered to withhold payment from men whose kits are deficient or not in good order until the defects are remedied at the man's expense. Any bounty otherwise earned may be utilised for the payment of such expenses at the man's request.

(6) List II. ratings are not eligible for bounty, but such ratings may be paid reasonable out-of-pocket expenses in the circumstances described in Article **19.**

374. Claims for the payment of bounty are to be submitted on Forms R.N.V. 2 in duplicate, as soon as practicable after 31st October in each year. The names of the ratings should be inserted alphabetically in the order of the classes to which they belong, as follows :—

I. Ordinary Seaman, Signal, and Telegraphist ratings; Boys; and Buglers.
II. Other Seaman, Signal, and Telegraphist ratings.
III. Artificers; Artisans; and Writers.

Digitized by Google

Separate lists should not be prepared for each sub-Division. A separate list may, however, if desired, be prepared for each Outlying Unit.

(2) Payment of the sums due will be authorised in due course by the Director of Navy Accounts, and no payment is to be made without such express authority being first obtained, nor is any payment to be made in excess of that authorised.

(3) Payment is to be effected out of the Public Moneys in the custody of the Accountant Officer and brought to account in Cash Account No. 1. Should the balance of cash held be insufficient to meet the payments, a requisition for the sum expected to be required is to be made as provided in Article **311.**

(4) Payment is to be effected in every possible case as early as practicable after the receipt of the authority to pay.

(5) Payments made during Christmas Quarter are to be supported in Cash Account No. 1 by a Certificate, signed by the Commanding Officer and the Accountant Officer, certifying the amount so paid. On 31st March the Final Certificate on page 1 of the Form R.N.V. 2 is to be completed, the amounts inserted in respect of Christmas Quarter agreeing with the Certificate already rendered, and the form is then to accompany the Cash Account No. 1 for Lady Quarter, in support of the payments made.

(6) Thereafter no further payment is to be made without obtaining fresh authority in each case from the Director of Navy Accounts. Any such payment when authorised must be supported in the Cash Account by the receipt of the man concerned.

SECTION II.

Travelling Expenses.

375. *Travelling Expenses in connection with Naval Training.*—Officers and men proceeding to obligatory and voluntary Naval training will receive travelling and subsistence expenses as for corresponding ranks and ratings in the Royal Navy.

Similar expenses will be allowed on completion of the period of training for which they are appointed.

(2) Officers and men discharged to shore at their own request before the completion of their appointments (Article **265**), who have not completed 14 days' training will be required to bear the cost of the journey back to their homes, and railway warrants, etc., should not therefore be issued.

If they are re-appointed for less than 14 days to complete the original period of training authorised they will also be required to bear the cost of the journey to the place of re-appointment, and they should not be furnished with railway warrants, etc., but on

Digitized by Google

completion of such appointments they will be entitled to return at the public expense, under clause (1).

If the period of their re-appointment is 14 days or more the cost of both journeys connected therewith will be met from public funds.

(3) Commanding Officers of Divisions and of Ships are to make suitable arrangements for the despatch of R.N.V.R. personnel on embarkation and disembarkation respectively. Drafts of R.N.V.R. ratings proceeding to ports of embarkation are to be in charge of a responsible person. Whenever possible, the senior rating of the draft should be placed in charge. Commanding Officers of Divisions are, however, to use their discretion in this matter, and the following scale is issued as a guide to assist them when despatching drafts :—

Strength of Draft.	*To be in Charge of.*
15 and under ..	The senior rating of the draft.
15 to 30 ..	An experienced Leading Seaman or Petty Officer, R.N.V.R., if one is included in draft, otherwise a Petty Officer Instructor.
Above 30 ..	Arrangements as considered necessary by the Commanding Officer.

All personnel proceeding to the same destination on disembarkation should be placed under the charge of the Senior Officer or Petty Officer of the party.

Arrangements are to be made, when practicable, for personnel to reach their destination at a reasonable hour, but night travelling should be avoided if the journey can be completed in the day time. When it is impracticable for officers and men to travel on the actual date of appointment and they arrive at a Naval Port overnight, they should, if accommodation cannot be provided in the ships to which they are appointed, apply for accommodation in the Royal Naval Barracks. In the event of no Service accommodation being available, they should obtain a certificate to that effect from the Accommodation Officer for attachment to their travelling expense claim.

(4) Officers or ratings in charge of drafts, and members travelling singly, should be furnished with the following documents :—

(*a*) Route Order (Form S. 542) showing the date and time of leaving Headquarters or Ship, numbers of railway warrants, baggage vouchers, and Meal Orders issued. In the case of parties a nominal roll must be attached.

(*b*) Railway Warrant (A.G. Form 800) to provide for first- and third-class accommodation for officers and men respectively by the cheapest and direct route.

Digitized by Google

(*c*) Baggage Voucher (A.G. Form 818), if necessary, to cover the cost of baggage in excess of the quantity allowed free on rail (*i.e.*, 112 lb. for first-class passengers and 56 lb. for third-class passengers).

(*d*) Meal Orders (A.G. Form 899) to provide, as far as possible, for meals of Petty Officers and men *en route*. Meal Orders should not be issued in respect of Chief Petty Officers. When large parties are travelling, arrangements are to be made beforehand for the provision of meals at certain places *en route* in exchange for Meal Orders.

(5) The scale of Subsistence Allowance is as follows :—

Rank or Rating in the R.N.V.R.	Whenever Absent a Night, or for every 24 hours of Absence.	Nine hours or more and not Absent the Night.	Above 5, but under 9 hours.
	£ s. d.	s. d.	s. d.
Captains, Commanders, and officers of corresponding rank ..	1 5 0	12 6	5 0
Lieutenant-Commanders, Lieutenants, and officers of corresponding rank	0 18 9	9 4	3 9
All other officers	0 15 0	6 3	2 6
Petty Officers and men	0 7 6	3 9	1 6

(6) *Baggage.*—The baggage of men proceeding to or returning from training will be transported at home ports between the ship and the railway station by Service transport, and the use of private transport is unnecessary. At other than home ports the Commanding Officers of H.M. Ships will make arrangements as for ratings of the Royal Navy. On receipt of the report required by Article **257,** clause (4), the Commanding Officer of H.M. Ship or depot will take the necessary action to provide transport.

Service transport for baggage of men crossing London should be arranged beforehand through the Admiralty (Director of Stores).

Whenever practicable, personnel should use the ordinary public means of conveyance for travelling between ships and stations and across London. Cab hire will only be allowed where the circumstances justify the extra expense.

(7) List I. personnel will be allowed actual reasonable expenses from their homes to the place of training and return, not exceeding the cost of journeys between the sub-Divisions to which they are attached and such places of training. List II. personnel will be allowed similar expenses, not exceeding the cost of journeys from, and return to, their usual place of residence.

Digitized by Google

(8) When travelling warrants have not been issued, or have not been used, and a claim for the refund of a rail journey is made, the following particulars must be shown on the claim :—

(*a*) The reason why a warrant was not obtained, or was not used.

(*b*) The number and date of the railway ticket purchased.

In the absence of this information only the cost of a Government rate journey will be allowed.

(9) *Use of Private Motor Cars, etc.*—For journeys which are performed by privately owned motor vehicles, at the option of officers and ratings, and for their own convenience, the following allowances will be payable, subject to the undermentioned conditions :—

(*a*) An officer using for his own convenience his own car or motor-cycle on official duty ..	2*d.* a mile.
Additional allowance for each passenger carried on duty (regardless of the class of rail accommodation to which the passenger is entitled)	1½*d.* ,,
(*b*) A rating using for his own convenience his own car or motor-cycle on official duty ..	1¼*d.* ,,
Additional allowance for each passenger carried on duty (regardless of the class of rail accommodation to which the passenger is entitled)	1*d.* ,,

NOTE.—These allowances are not payable for short local journeys which can be performed in a public conveyance. For such journeys the equivalent bus, tram or ferry fares only will be payable.

When a List I. officer or rating proceeds on duty direct from his home address or returns thereto, mileage allowance will be assessed from or to that place instead of from or to the sub-Division to which he is attached, provided that the home address is not unreasonably distant from the sub-Division.

Mileage will be calculated according to the direct route.

Payment of the above allowances will be subject to the following conditions :—

(i) That the total amount paid in any one case shall not exceed the allowances issuable under King's Regulations and Admiralty Instructions, Article **1663** (2 (i) and (iv)).

(ii) That claims are supported by a certificate that the vehicle is the property of the claimant and that he has not received supplies of petrol from public sources at less than market price.

Digitized by Google

(iii) For journeys in Northern Ireland and abroad claims must be supported by the following additional certificate signed by the claimant's Commanding or Accountant Officer.

> "I certify that ..... has produced to me an insurance policy, and receipts for premiums showing that his private car (motor-cycle, etc.), is insured under a 'comprehensive policy' (covering the use of the vehicle on official business and third party risks) for the period covered by the claim."

Subsistence allowance will be based on the actual time occupied on the journey, subject to a maximum limit of one hour for every 20 miles.

The full conditions covering the use of motor vehicles on official duty are laid down in King's Regulations and Admiralty Instructions, Article **1663.**

(10) Claims for travelling expenses incurred in proceeding to undergo training, etc., will be dealt with by the ship or establishment which they join.

(11) Claims for travelling expenses incurred in returning to their homes on completion of training are to be forwarded to the Director of Navy Accounts, through the respective Commanding Officers of Divisions.

(12) If, in exceptional circumstances, the Commanding Officer of a Division deems it necessary to authorise the payment of a small advance to a rating proceeding for training to meet expenses on his journey, it should be regarded as an advance of pay, and be notified immediately to the Accountant Officer of the ship or depot to which the rating is proceeding in order that the amount advanced may be charged against the man's pay account on the ledger.

Advances to meet expenses of ratings returning to their homes on completion of training should only be authorised in exceptional circumstances. Full details of the advance should be inserted on the Route Order (S. 542) and should also be communicated to the Director of Navy Accounts.

376. *Claims by the Permanent Staff.*—Claims for repayment of travelling expenses incurred by Officer Instructors are always to bear the signature of the Commanding Officer of the Division as the authorisation of the duty. Claims of other members of the Permanent Staff may be signed by the Officer Instructor. The exact nature of the duty must be indicated in every case.

(2) Claims relative to duties of a Naval and Instructional nature will be settled by the Accountant Officer, Naval Reserves, but those connected with R.N.V.R. competitions, etc., must be met from the Central Fund or Division's Contingent Fund (Article **302**).

Digitized by Google

(3) Travelling and subsistence expenses will be allowed at the rates laid down for officers and men serving in the Royal Navy.

377. *Rifle Practices, Boat Drills and Annual Inspections.*—Officers and men undergoing instruction at rifle ranges (in accordance with Articles **219** and **220**), or at boat drills, or attending annual inspections, away from their sub-Divisions, will be allowed the following expenses as a charge to Navy Votes :—

(*a*) *Travelling Expenses.*—Whenever practicable, the journey should be performed by rail and warrants (A.G. Form 800) issued therefor. Otherwise the most economical arrangements should be made.

(*b*) *Subsistence.*—Provided they are on duty on these occasions for more than five hours (*i.e.*, from the time of muster before proceeding for the drills, or exercises, to the time of final dismissal on return from such drills, or exercises, the time allowed for mustering and dismissal being limited to a total of one hour), subsistence at the rates laid down in Article **375,** clause (5), will be allowed.

(2) Claims for the repayment of these expenses must indicate the number of ratings and each rank of officer comprising the party, and also the times of mustering and dismissal.

378. Books of Railway Warrants (A.G. Form 800), Baggage Vouchers (A.G. Form 818), and Meal Orders (A.G. Form 899) will be supplied to Commanding Officers, or Officer Instructors, on application to the Director of Navy Accounts. The forms are to be used only for journeys authorised by Articles **375, 376, 377** and **379.**

The counterfoils of used warrants (A.G. Form 800) may be retained for reference for a period not exceeding six months, and should then be returned to the Director of Navy Accounts. No book of warrants is to be kept in a Division for longer than two years. At the end of that period the books should be returned together with a demand for a new supply.

379. *Removal Expenses of Petty Officer Instructors.*—(i) On appointment, an Instructor will be allowed a Railway Warrant for himself, his wife and children, and also conveyance of furniture and household effects (within the undermentioned limits), by rail at Government rate, between his place of residence in Great Britain or Ireland and his place of appointment :—

(*a*) 60 cwt. in the case of Pensioners eligible for the Removal Concession laid down in King's Regulations and Admiralty Instructions, Article **1665.**

(*b*) 35 cwt. in the case of Active Service ratings and Pensioners not eligible for the Removal Concession.

Digitized by Google

(ii) On the completion of the full period of the engagement, or on discharge from the appointment for reasons not within the Instructor's own control, and provided the removal is effected within a period of twelve months, he will be allowed a Railway Warrant for himself, his wife and children, and also conveyance of furniture and household effects (within the undermentioned limits), by rail at Government rate, to any place in Great Britain or Ireland :—

(*a*) 60 cwt. (under King's Regulations and Admiralty Instructions, Article **1665**) in the case of Instructors who were Active Service ratings on taking up their appointments and have completed time for pension during the appointment.

(*b*) 35 cwt. in all other cases.

(2) Shipkeepers or caretakers appointed to R.N.V.R. Divisions will be allowed the actual reasonable travelling expenses of themselves and of their wives and children, also conveyance of furniture, etc., not exceeding 35 cwt.,

(*a*) on taking up the appointment,

(*b*) on termination of appointment provided the appointment is held for not less than three years or is terminated earlier for reasons beyond the man's own control.

(3) The term " children " is to be understood to include sons under 16 years of age, unmarried daughters dependent on and residing with their fathers, and sons over 16 years of age who, by reason of physical or mental infirmity, are necessarily dependent on their parents.

(4) A Consignment Note (Form D. 80), signed by the Commanding Officer, or Officer Instructor, is to be used for the conveyance of furniture on the occasions described in clauses (1) and (2) above. The following particulars are to be shown on the form :—

(*a*) Name and rating of the man concerned.

(*b*) A reference to his appointment.

(*c*) The notations " Paid Home " and " Claim, showing mileage, to be rendered to the Commanding Officer.....
.....Division, R.N.V.R., (address) .....
..... "

The Commanding Officer should communicate with the man concerned to ascertain whether a Form D. 80 will be required *before* he takes up his appointment.

(5) On receipt of the Railway Company's claim, the issuing officer, having ascertained from the consignee whether the goods have been safely delivered (Article **380**) should confirm that the rail charges are in accordance with Article **381** and forward the claim to the Accountant Officer, Naval Reserves, for settlement.

Digitized by Google

(6) The Carrier's copy of Form D. 80 should be handed in at the local Goods Station, together with instructions as to the date and time the Railway Company are to arrange collection. Their charges for cartage are to be included in the main account for rail conveyance. If, however, the Railway Company are unable to arrange cartage, tenders for this work should be obtained, if possible, from three firms, and the lowest accepted, unless there are special reasons to the contrary. These accounts and rejected tenders should be forwarded by the Commanding Officer of the Division to the Accountant Officer, Naval Reserves, for settlement.

(7) Commanding Officers are, on every occasion of issuing Form D. 80 for removal of furniture and effects by rail, specially to acquaint the persons concerned of the provisions regarding the packing of goods, and are to impress upon them their responsibilities in regard to the suitable protection of each article before it is handed to the Railway Company. It is also to be made known that an "Owner's Risk Note" should not be signed in connection with rail removals carried out at the cost of the Crown.

(8) The conditions as to packing on which Railway Companies accept goods for transit at their risk are laid down in the "General Classification of Goods," but those relating to furniture, etc., may be briefly summarised as follows :—

Ordinary articles such as tables, chairs, couches, etc., not packed in crates, must be thickly padded with straw, wood-wool or other packing material and covered with mats or canvas tightly sewn. The legs must be banded with similar packing material.

Pictures, mirrors, glass and china ware should be carefully wrapped, padded and packed into crates or cases labelled "Glass with care."

Pianos and articles of delicate construction should be padded and packed into cases.

(9) The liability of the Railway Company depends very largely on the manner in which articles are packed, and it is practically impossible to recover compensation for damage from the Companies in cases where packing has been indifferently performed.

(10) Actual reasonable expenses incurred in packing furniture and effects are allowable as a charge to Public Funds when removals are carried out at the cost of the Crown. The term "actual reasonable expenses" is intended to cover the purchase of the necessary packing materials and small outlays for hired assistance, if required, but not such charges as would be incurred if firms were engaged to supply materials and pack. The amounts expended should ordinarily not exceed £2, and this sum is not to be exceeded except with the prior approval of the Admiral Commanding. The amounts so expended are to be supported by receipted vouchers, showing

Digitized by Google

the nature and quantity of materials purchased. Materials purchased will become the property of the rating, and should be retained and utilised as far as possible in subsequent removals.

380. *Claims in respect of Damage to and Loss of Furniture and Effects during Removal.*—All claims for compensation for damage to and loss of furniture and effects during removal are to be submitted through the Commanding Officer to the Admiral Commanding, on the proper manuscript form, *vide* Appendix X, as soon as possible after the receipt of the goods.

In the event of articles damaged not being rendered entirely unserviceable, estimates for repairing them are to be obtained from local tradesmen and forwarded with the claim. A copy of any correspondence with the Railway Company or Shipping Company in regard to loss or damage is also to accompany the claim.

(2) On delivery, an inspection of the goods should be made and any damage or loss observed pointed out to the carrier and noted in writing on the receipt given. Where, on account of the goods being enclosed in packing cases, etc., immediate inspection of their condition is impossible, it should be stated on the receipt that the contents of these cases are unexamined. The examination of the contents should then be made at the first opportunity to enable a formal claim to be lodged as in clause (4), and any damage or loss discovered should be reported to the carriers in writing.

(3) Where the residence is outside the area of Railway delivery, and cartage is done by contract, the owner of the furniture is to impress on the Contractor the necessity of noting on the Railway Company's receipt for the consignment "Damaged" if external damage is visible, or "Unexamined" if no damage is visible. In no case should a clear receipt be given.

(4) Any undue delay may result in the Railway Company refusing liability on this ground, and it is of primary importance that the Railway Company should be notified of any damage or loss *within three days* of the delivery of goods. In addition, therefore, to the claim ordered to be rendered in clause (1), the Commanding Officer or the owner of the effects is to lodge a formal claim against the local Railway Authorities within three days of the delivery of the goods, *vide* specimen claim in Appendix X.

381. *Conveyance Charges for Furniture and Effects.*—The Railway Companies' charges for the conveyance of furniture and household effects under Article **379** between stations in Great Britain and to ports in Northern Ireland, Channel Islands and Isle of Man should be 3·2*d.* per ton per mile or the ordinary public rate, whichever is the cheaper.

Cartage performed by the Railway Companies or their Agents is charged for at the ordinary public rates.

Digitized by Google

SECTION III.

Injuries and Sickness arising when borne on Ship's Books.

Full Pay during Sickness.

382. Officers and men called out for service during war or emergency will be eligible for full pay during disablement due to injury or sickness under the Regulations applicable from time to time to officers and men of the Royal Navy.

383. Officers and men disabled by injury or sickness during periods of training or service in the Fleet for which full pay is granted in time of peace may, at the discretion of the Admiralty, continue to receive full pay during the period of their disablement, subject to the conditions and within the limits prescribed hereunder.

(2) Full pay shall not be issued to any disabled officer or man :—

(*a*) After the date on which he is fit to resume civil employment, nor

(*b*) After the date on which his period of training or service would normally expire, except as provided in clause (3) (*a*), nor

(*c*) If he be found permanently unfit for service in the Reserve, after the date of the medical report certifying that a reasonable probability of ultimate fitness for duty in the Reserve no longer exists, nor

(*d*) After the date on which an officer may reach the age for compulsory retirement from the Reserve. If an officer or man be discharged to his home, whether before or after the date at (*c*) above, the continuance of sick pay will be dependent upon evidence of his incapacity not only to perform Naval training, but also to follow civil employment with consequent pecuniary loss.

(3) Subject to the conditions of clause (2) above :—

(*a*) An officer or man who during training or service in the Fleet sustains an injury in respect of which a hurt certificate has been issued (*see* clause (6)), or is shown to the satisfaction of the Admiralty to have fallen sick from a cause due to the conditions of Naval service may continue in receipt of full pay during disablement for the same periods, and under the same conditions and restrictions as an officer or man of the Royal Navy.

(*b*) An officer who during training or service in the Fleet is disabled by injury or sickness not attributable to the conditions of service, nor due to his own negligence or misconduct or any cause within his own control may

Digitized by Google

continue in receipt of full pay during disablement for periods not exceeding :—

If the appointment be for one month (30 days) or less	7 days.
If the appointment exceed one month, but not two months (61 days)	14 ,,
If the appointment exceed two months, but be less than three months (91 days) ..	21 ,,
If the appointment be for three months or over, but not more than six months (182 days)	42 ,,
If the appointment be for more than six months	121 ,,

(*c*) An officer who, during training or service in the Fleet, is disabled by injury or sickness due to his own negligence or misconduct or any cause within his own control may, unless previously discharged under clause (4,) continue in receipt of full pay during disablement for periods not exceeding :—

If the appointment be for less than three months (91 days)	Nil.
If the appointment be for three months or more, but not more than six months (182 days)	21 days.
If the appointment be for more than six months (182 days)	42 ,,

(*d*) A man who during training is disabled by injury or sickness not attributable to the conditions of service, nor due to his own negligence or misconduct or any cause within his own control, may continue in receipt of full pay during disablement for periods not exceeding :—

Men undergoing training for one month (30 days) or less	7 days.
Men undergoing training for more than one month, but not more than two months (61 days)	14 ,,
Men undergoing training for more than two months, but not more than three months (91 days)	21 ,,
Men undergoing training for more than three months, but not more than four months (121 days)	28 ,,
Men undergoing training for more than four months, but not more than five months (151 days)	35 ,,
Men undergoing training for more than five months, but not more than six months (182 days)	42 ,,

Digitized by Google

(*e*) A man who during training is disabled by injury or sickness due to his own negligence or misconduct or any cause within his own control may, unless previously discharged under clause (4), continue in receipt of full pay during disablement for periods not exceeding :—

Men undergoing training for less than three months (91 days)	Nil.
Men undergoing training for three months (91 days)	11 days.
Men undergoing training for more than three months, but not more than four months (121 days)	14 ,,
Men undergoing training for more than four months, but not more than five months (151 days)	18 ,,
Men undergoing training for more than five months, but not more than six months (182 days)	21 ,,

(4) Officers and men disabled by injury or sickness due to their own negligence or misconduct or any cause within their own control, if they are unlikely to be fit for training or service :—

(*a*) Within 7 days if the period of training or service be for one month or less ;

(*b*) Within 14 days if the period of training or service be for more than one month, but not more than two months ;

(*c*) Within 21 days if the period of training or service be for more than two months, but not more than three months ; or

(*d*) Within 28 days if the period of training or service be for more than three months,

are to cease pay at once and are to be discharged to the shore as soon as fit to travel. Travelling expenses on discharge will not be allowed, but officers and men discharged abroad who have joined for training or service from the United Kingdom may be allowed passage thereto at Government expense at the first convenient opportunity.

(5) Unless the Admiralty shall direct otherwise in any particular case, an officer or man domiciled in the United Kingdom who may be disabled during training or service abroad shall not be surveyed with a view to determining whether he is medically fit to remain a member of the Reserve until after his arrival in the United Kingdom, nor shall his full pay cease before such arrival, notwithstanding that the limits of full pay sick leave prescribed in this Article may be thereby exceeded, and that the normal period of his training or service may have expired previously, provided always that :—

(*a*) His disablement be not due to his own negligence or misconduct or any cause within his own control, and

Digitized by Google

(*b*) He return to the United Kingdom as soon as may be practicable after he is found fit to travel.

(6) Whenever an officer or man during training or service in the Fleet sustains an injury on duty or while participating in games or other forms of physical recreation definitely organised by or with the approval of the proper Naval authority, a hurt certificate is to be prepared in accordance with Article **1419**, King's Regulations and Admiralty Instructions.

(7) During any period for which, on account of disablement, officers are not in receipt of pay, they should not be required to pay any mess subscription, but may be victualled from the sick mess if necessary.

Amount of Sickness which may count as Training or Service.

384. All time for which full pay is issued within the normal period of an officer's appointment, or within the normal period of training of a man, shall count as training or service for the purposes of promotion and other benefits dependent upon the satisfactory completion of training or service, but time for which full pay may be continued after the normal expiration of an officer's appointment or a man's period of training under Article **383,** clause (5), shall not be so reckoned.

(2) The time within the normal period of an appointment which may be reckoned as part of the training or service of an officer to whom Article **383** clause (3) (*c*), applies shall be that prescribed in clause (3) (*b*) thereof for an appointment of corresponding duration, notwithstanding that full pay may not be issued for the whole of such time.

(3) Similarly, the time within the normal period of training which may be reckoned as part of the training of a man to whom Article **383,** clause (3) (*e*), applies shall be that prescribed in clause (3) (*d*) thereof for men undergoing training of corresponding duration, notwithstanding that full pay may not have been issued for the whole of such time.

(4) Officers and men may be retained after the expiration of the normal period of their training to complete the balance of any obligatory training then due (*i.e.*, the time by which the period of illness during the period of training exceeds the time permitted to count as training or service under the three preceding clauses), and if not so retained, will be required to complete it at a later date, in addition to any other training then due.

Digitized by Google

(5) Promotion and other benefits dependent upon the satisfactory completion of training will be withheld until such time as the balance of training has been completed.

SECTION IV.

Injuries sustained at drill or on divisional duty when not borne on Ships' Books.

385. An officer who is shown to the satisfaction of the Admiralty to be suffering from disablement arising from injury or illness which is attributable to the performance of authorised drill or divisional duty will be entitled to medical attendance or reimbursement of such medical expenses as the Admiralty may consider reasonable and necessary, but in no case exceeding what would be allowed to a Naval officer of corresponding rank in similar circumstances.

(2) Should the injury or illness disable him from pursuing his civil employment and thereby cause him to suffer pecuniary loss, pay at the rate of his rank may, at the discretion of the Admiralty, be granted to him for a period not exceeding six months, provided that in a case of illness a claim is preferred within 12 months of the drill or duty in question.

(3) A sum not exceeding 5*s*. a day may be granted at the discretion of the Admiralty to a rating who may be injured while undergoing drill, rendered incapable of resuming his civil employment and thereby caused to suffer pecuniary loss. The injury is to be reported at once to the Admiral Commanding, and a hurt certificate signed by the Commanding Officer, a Medical Officer, and an eye-witness of the accident (to be an officer if possible) should accompany the report.

(4) A similar allowance may be paid to a rating who is incapacitated by illness proved to the satisfaction of the Medical Director-General of the Navy to have been contracted in or by the performance of drill and thereby caused to suffer pecuniary loss, but no claim will be allowed which is not preferred within 12 months of the drill in question.

(5) If, although the rating is able to follow his trade or calling, medical attendance is necessary in consequence of the injury or illness, his actual medical expenses up to a maximum of 5*s*. a day may be repaid but, should the rating be entitled to medical benefits under the National Insurance Act, only expenses necessarily incurred outside the scope of the Act will be repaid.

(6) This sum of 5*s*. a day represents the maximum liability admitted by the Admiralty in settlement of all claims under this

Digitized by Google

Regulation, both for compensation for pecuniary loss under clauses (3) and (4) and for medical expenses under clause (5). The allowance will be subject to deduction in respect of any expenses paid directly by the Admiralty for medical attendance, conveyance by ambulance, or other services. No reduction in the amount issuable under this clause will be made on account of the receipt of National Health Insurance benefit.

(7) The allowance is limited to the period during which the man is shown to have been unable to follow his occupation or in cases arising under clause (5) above to the period during which medical attendance is necessary, and will not be paid in any case for a period exceeding six months.

(8) Applications for pay or allowances under this Article are to be forwarded to the Admiralty immediately the officer or man is able to resume his civil employment, and are to contain the following information :—

(*a*) The actual period for which the claimant was incapacitated from following his civil employment (supported by medical certificate).

(*b*) Nature of civil employment and rate of wages.

(*c*) Whether he suffered any pecuniary loss while so incapacitated ; if so, particulars of such loss are to be given supported by certificates from the claimant's employers, etc., detailing the period affected and the pecuniary loss sustained in respect of such absence from duty.

(*d*) Whether he was treated at a Naval hospital or sick quarters or by an Admiralty Surgeon and Agent, and, if not, by whom.

(*e*) If treated by a civil practitioner the amount of the expenses incurred supported by a receipted bill.

SECTION V.

Pensions and Gratuities.

386. Officers retired or discharged from the Reserve on account of injury or sickness certified by the competent medical authority as attributable to the conditions of training or service in the Royal Navy may, at the discretion of the Admiralty, be granted disability

Digitized by Google

retired pay according to the substantive rank held by them immediately before retirement or discharge on the following scale :—

Percentage Degree of Disablement.	Captains, R.N.V.R., and corresponding or higher ranks.	Commanders, R.N.V.R., and corresponding ranks.	Lieutenant-Commanders, R.N.V.R., and corresponding ranks.	Lieutenants, R.N.V.R., and corresponding ranks.	Sub-Lieuts., R.N.V.R., and corresponding ranks. Commissioned officers from Warrant rank, R.N.V.R.	Midshipmen, R.N.V.R. Warrant officers, R.N.V.R.
	£	£	£	£ s. d.	£	£ s. d.
100 per cent.	300	250	200	175 0 0	150	125 0 0
Less than 100 per cent. but not less than 90 per cent.	270	225	180	157 10 0	135	112 10 0
Less than 90 per cent. but not less than 80 per cent.	240	200	160	140 0 0	120	100 0 0
Less than 80 per cent. but not less than 70 per cent.	210	175	140	122 10 0	105	87 10 0
Less than 70 per cent. but not less than 60 per cent.	180	150	120	105 0 0	90	75 0 0
Less than 60 per cent. but not less than 50 per cent.	150	125	100	87 10 0	75	62 10 0
Less than 50 per cent. but not less than 40 per cent.	120	100	80	70 0 0	60	50 0 0
Less than 40 per cent. but not less than 30 per cent.	90	75	60	52 10 0	45	37 10 0
Less than 30 per cent. but not less than 20 per cent.	60	50	40	35 0 0	30	25 0 0

(2) The general conditions governing the grant and cessation of disability retired pay shall be the same as those from time to time in force for officers of the Royal Navy, which are published in the Appendix to the Navy List.

(3) Applications for disability retired pay are to be made to the Admiralty.

387. In the event of a man sustaining a wound or injury on duty for which a hurt certificate has been granted, or being invalided for a disability attributable to the conditions of service while under training or when called out for active service, he will be granted the

Digitized by Google

rate of disablement pension or gratuity allowable to a Naval rating for similar wound, injury or disability, and when the wound, injury or disability is sustained during mobilised service the pension or gratuity will be supplemented by any additions allowable in respect of time served or rank held during such service.

(2) Men who are invalided from mobilised service for disability not attributable to the Service, will be eligible for the award of a gratuity in respect of each complete year of mobilised service rendered at the rate allowable to Naval ratings in similar circumstances.

(3) Applications for pensions and allowances under this Article are to be made to the Admiralty.

388. If an officer or man be killed or drowned in the service of the Crown, or die as the result of wound, injury, or disease directly attributable to the conditions of training or service in the Royal Navy, provided that his death occur within seven years of the wound or injury or after his first removal from duty on account of the disease, his widow and children, if any, or certain other dependent relatives, will be eligible for pension, allowances or gratuity at the same rates and under the same conditions as the widow and children or other dependent relatives of an officer or man of corresponding rank or rating in the Royal Navy.

(2) Applications for pensions, allowances and gratuities under this Article are to be made to the Admiralty.

Chapter XVI. Stores; Repair, Maintenance, etc., of Drill Ships and Shore Establishments.

SECTION I.

General, and Maintenance of Drill Ships and Shore Establishments.

389. The Commanding Officer of each Division is responsible for all stores which are supplied by Government for the use of the Division; and the keeping of accounts and the rendering of the same to the Commanding Officer are to be carried out by the following officers:—

All Naval and Naval Armament Stores issued to a Division whether at Divisional Headquarters or at Outlying Units	The Officer Instructor of the Division.
All Clothing, Victualling, and Accountant Officer's Stores ..	The Accountant Officer of the Division.

Digitized by Google

(2) The Officers Commanding Outlying Units are responsible to the Commanding Officer of their Division for the proper custody and preservation of the arms and stores entrusted to them.

(3) A list of accounts to be rendered is given in Appendix E.

390. The expense of upkeep of any ship or shore establishment exclusively appropriated by the Admiralty to the use of any Division will be borne by the Admiralty.

391. An examination of all Government stores will be made as necessary by officers deputed by the Admiral Commanding.

392. When arms or stores, etc., belonging to the Royal Naval Volunteer Reserve are housed in a ship, hall, or other place approved by the Admiralty, no liability to make good loss or damage by fire (except in cases of neglect or carelessness, or an offence under the Regulations) will rest on the Commanding Officer.

(2) Arms and ammunition are to be stored in accordance with Admiralty instructions.

393. All Naval and Naval Armament Stores allowed by establishment properly expended will be renewed or replaced by the Admiralty.

394. The Division will be held responsible for any breakages, loss, or deterioration of mess traps due to carelessness or neglect of any member.

395. Stores considered unserviceable are to be surveyed, under the authority of the Commanding Officer by the officers mentioned in Article **406,** clause (6), the report being forwarded to the Admiral Commanding on Form S. 330; instructions as to their disposal will then be given.

(2) In the case of boats or other important stores, application should be made to the Admiral Commanding for Surveying Officers to be detailed.

396. All demands for Naval and Naval Armament Stores are to be made in accordance with the instructions contained herein.

(2) Demands for articles of kit prescribed in Appendix D should be made out on the forms in use in the Royal Navy and forwarded to the Superintendent, Royal Victoria Yard, Deptford. (*See* Article **45.**)

Digitized by Google

(3) Special demands for stores in excess of establishment in all cases should be forwarded to the Admiral Commanding.

(4) All demands for Naval and Naval Armament Stores are to be signed by the Officer Instructor, and for Victualling and Clothing Stores by the Accountant Officer, and are to be approved by the Commanding Officer of the Division or Outlying Unit.

(5) In transmitting demands for stores, Commanding Officers are to take care that the actual address to which the stores should be sent is fully noted on the demand.

397. In order that provision may be made in the Navy Estimates for such alterations and additions as may be approved, the following procedure is to be carried out :—

Drill Ships.

(*a*) The Commanding Officer is to forward a list of approved and proposed alterations and additions to reach the Admiral Commanding by 1st August in each year. The list is to be typed in hectograph ink in letter form. Items are to be numbered in accordance with the instructions in King's Regulations, Article **710.**

(*b*) In submitting the list, the Commanding Officer is to remark on the items which are considered to be of paramount importance and is to draw attention to those items which have already been partially completed either by Dockyard, Contract or Ship's Staff, stating the percentage of work done.

(*c*) When the list has been considered by the Admiralty, the Superintendent of the Dockyard or Technical Officers (Article **398**) concerned and the Commanding Officer will be informed of the items which it is proposed to carry out during the next refitting period.

(*d*) If the work is to be carried out by Dockyard, estimates are to be forwarded by the Dockyard to reach the Admiralty by 1st February, in order that approval may be given in time to enable the work to be taken in hand during the refitting period, *i.e.*, the first quarter in the financial year. If the work is to be done by Contract, tenders are to be obtained at the same time as those for repairs, and similarly forwarded for approval.

Shore Establishments.

(*e*) The Commanding Officer of the Division concerned is to forward a list of approved and proposed alterations and additions as in paragraph (*a*) to reach the Admiral Commanding by 15th May in each year in order that the items recommended

Digitized by Google

for approval may be included for consideration in the annual machinery proposals of the Port to which the Division is attached.

(2) Only in very exceptional circumstances may proposals for alterations and additions be forwarded by R.N.V.R. Drill Ships and Establishments at other times and then only if they are considered essential by the Admiral Commanding, and cannot wait to be included in the next list to be forwarded in accordance with the above.

(3) Instructions as to obtaining tenders and overseeing the execution of the work are laid down in Article **398.**

(4) *Works Proposals.*—Proposals for new works, or works alterations and additions, in connection with Drill Ships and Shore Establishments are to be forwarded to the Admiral Commanding, on Form D. 149 (Revised), as they arise. No estimate of cost or drawings are to be called for at this stage.

If the Admiral Commanding approves the service as necessary and of real importance, the D. 149 will be referred to the appropriate Officer-in-Charge of Works, who will assign a distinguishing number to it, prepare estimates and, if considered necessary, sketch plans, and report on the proposal generally. The distinguishing number allotted will be used throughout the financial year, and is to be quoted in any Contingent Machinery Proposals.

The Officer-in-Charge of Works will then return the D. 149, accompanied by the particulars mentioned, to the Admiral Commanding, by whom the documents will be retained for transmission to the Admiralty by the middle of September.

R.N.V.R. Drill Ships—Defects.

398. Where R.N.V.R. Drill Ships are reasonably close to any of H.M. Dockyards, the Commanding Officer should apply to the Superintendent of the Dockyard concerned for any urgent and necessary repairs to be taken in hand by the Dockyard Staff.

(2) Where this is not possible, the following procedure is to be adopted, viz. :—

(*a*) In cases of very urgent defects, *i.e.*, those affecting the safety of the ship, such as leaks of hull, dragging of moorings, breaking of cables, etc., the Commanding Officer is empowered to take the nearest and quickest means of ensuring the safety of the ship without prior higher authority. The nature of the defect, action taken and reasons for same are to be reported at once to the Admiral Commanding, who will refer the matter to the Admiralty Departments concerned to deal with

Digitized by Google

the question of cost and permanent repairs, etc., if required.

(*b*) In cases of urgent defects, *i.e.*, those affecting the health or well-being of the crew or ratings attending instruction, such as defects in sanitary, water or heating arrangements, or those which if not dealt with promptly would result in increased expenditure later, the Commanding Officer should obtain competitive tenders from two or three firms for making good the defects. The lowest tenders are to be proposed for acceptance, if considered fair and reasonable; but if for any reason it is proposed not to accept the lowest tender an explanation should be furnished. If the estimated cost is under £10, telegraphic approval to put the work in hand should be sought, and a report on the matter forwarded subsequently, together with the tenders obtained. The tenders for the defects, the cost of which will exceed £10, should be forwarded to the Admiral Commanding, who will arrange for the necessary action to be taken.

(*c*) All defects not included in categories (*a*) and (*b*) are to be reported to the Admiral Commanding.

(3) The repairs to the R.N.V.R. Drill Ships arising from the wear and tear of normal service will be dealt with annually in accordance with the following procedure (but see clause (4) as regards boats) :—

(*a*) The ships will be examined and specifications prepared during the first quarter of each year by the Technical Officers shown in clause (6) in conjunction with the Officer Instructor of the R.N.V.R. Division concerned.

(*b*) Tenders for the work required to be done will be obtained from competent local firms by the Technical Officers concerned and forwarded to the Admiralty, accompanied by a report as to the reasonableness, etc., of the tenders received. The lowest tenders will be proposed for acceptance, if considered fair and reasonable, but if for any reason it is proposed not to accept the lowest tender an explanation should be furnished.

(*c*) On acceptance of the tenders the Technical Officers will oversee the execution of the work and furnish a certificate as to satisfactory completion before payment is made.

(4) The annual refit of boats is to be dealt with in accordance with the general procedure shown in clause (3) above, but will be carried out between 1st November and 1st March, defect lists for boats being forwarded on 1st November each year.

(5) Local arrangements may be made for minor repairs to ships' fittings within a limit of £5 per item, the cost being met from the Contingent Fund (Article **302**).

Digitized by Google

(6) The vessels affected are shown in the following list, together with the Dockyards or Districts to which they are attached for repair purposes, viz. :—

Name of Ship.	Where Situated.	Dockyard or District to which attached for Repair Purposes.
"Eaglet"	Liverpool ..	*Hull.*—Warship Production Superintendent, Mersey District. *Machinery.*—Admiralty Engineer Overseer, Manchester and Liverpool Districts. *Electrical.*—Admiralty Electrical Engineer, Manchester District.
"Flying Fox" ..	Bristol ..	Devonport Dockyard.
"Calliope," "Satellite"	Newcastle District	*Hull.*—Warship Production Superintendent, Tyne District. *Machinery.*—Admiralty Engineer Overseer, North of England District. *Electrical.*—Admiralty Electrical Engineer, Newcastle District.
"Irwell"	Birkenhead	As for "Eaglet" at Liverpool.
"Claverhouse" ..	Leith ..	*Hull.*—Warship Production Superintendent, Clyde. *Machinery.*—Admiralty Engineer Overseer, Scotland District. *Electrical.*—Admiralty Electrical Engineer, Glasgow District and Scottish Area.
"President"	Thames ..	*Hull.*—Warship Production Superintendent, Southern District. *Machinery.*—Admiralty Engineer Overseer, London District. *Electrical.*—Admiralty Electrical Engineer, London and Southern District.
"Unicorn"	Dundee ..	As for "Claverhouse" at Leith.
"Carrick"	Greenock ..	As for "Claverhouse" at Leith.
"Caroline"	Belfast ..	As for "Eaglet" at Liverpool.

R.N.V.R. Drill Ships—Survey and Docking.

399. The periodical examinations of the accessible compartments in R.N.V.R. Drill Ships are to be carried out by Ship's Staff, and reports of the examinations are to be rendered half-yearly on 30th June and 31st December respectively. These examinations will enable a record to be kept of the conditions of the structure and fittings generally. Defects noted which are beyond the capacity of the Ship's Staff, and are not of an urgent nature, are to be included in the defect lists rendered to the Professional Officers concerned, and dealt with during the annual refit.

Digitized by Google

(2) Partial surveys of these vessels will be made annually by the Professional Officers concerned, and the condition of the framing, plating and planking observed by drill testing and borings as necessary. The complete survey of all accessible portions of the hull structure etc., is to be completed within a period of four years.

(3) Iron and steel vessels are to be docked every four years, for coating of bottom and completion of full survey. Docking of sheathed, or composite, vessels is to be carried out when shown to be necessary after any survey, but not necessarily every four years.

Vessels built of wood are not to be docked without Admiralty approval.

(4) Arrangements are to be made by the Professional Officers concerned for examination of outer bottom to be carried out by diver as considered necessary during the intervals between dockings.

Establishments and Buildings on Shore—Defects.

400. In order to provide for the prompt execution of urgent repairs arising from violence of weather or other casualties, with regard to which extra expense or danger would be likely to result from the necessary delay in acquainting the District Officer in Charge of Works (but in no other case whatever), Commanding Officers are at liberty to cause the work to be done on their own authority, after obtaining competitive tenders when practicable, provided that the cost will not exceed £5.

(2) The correspondence relating to the work is to be attached to the claims, which are to be forwarded to the Civil Engineer-in-Chief, Admiralty.

(3) No chimney pot is to be renewed at a cost exceeding 10*s*., exclusive of fixing.

SECTION II.

Naval Stores.

401. The Naval Stores allowed to a Division are shown in the printed establishment of Naval Stores for the Royal Naval Volunteer Reserve, a copy of which is supplied to each Commanding Officer.

402. Boats of Service pattern will be supplied in accordance with the authorised establishment to each sub-Division on demands being forwarded through the Admiral Commanding. They will be equipped for rowing and sailing exercise with all masts, sails, and other necessary gear.

Digitized by Google

403. Storing Yards for Naval Stores required by the undermentioned R.N.V.R. Divisions and Outlying Units have been allocated as follows :—

R.N.V.R. Division.	Name of Ship or Outlying Unit.	Berth.	Storing Yard.	Accounts to be sent to.
Clyde ..	Headquarters	Whitfield Rd., Govan, Glasgow	Sheerness	Director of Stores, Admiralty.
	" Carrick "	Greenock	Sheerness	
East Scottish	" Claverhouse "	Leith	Sheerness	
	" Unicorn "	Dundee	Sheerness	
Tyne ..	" Calliope "	Newcastle-on-Tyne	Sheerness	
	" Satellite "	North Shields	Sheerness	
London ..	" President "	Victoria Embankment, London, E.C.4	Sheerness	
Severn ..	" Flying Fox "	Bristol	Devonport	
Mersey ..	" Eaglet "	Liverpool	Devonport	
	" Irwell "	Birkenhead	Devonport	
Ulster ..	" Caroline "	Belfast	Devonport	
Sussex ..	Headquarters	5, Victoria Terrace, Hove	Portsmouth	
	R.N.V.R. Drill Hall	Newhaven	Portsmouth	

(2) Demands in triplicate should be sent to a Dockyard and are to be disposed of by the Naval Store Officer as follows :—

Original : To be forwarded to the Director of Stores, Admiralty.

Duplicate : To be retained at the Dockyard.

Triplicate : To be forwarded by the Naval Store Officer to the Officer Instructor for use in connection with the Store Accounts.

Quadruplicate : To be retained by the Officer Instructor for reference purposes.

(3) Demands for stores to replace or replenish to established allowances are to be made out annually (in quadruplicate by the carbon process) for each Division (separate demands being made for each Outlying Unit in the Division) on Forms S. 134D and R.N.V. 20, and forwarded not later than 15th November to the Naval Store Officer of the Dockyard concerned.

The stores will be supplied about 1st February.

(4) Demands for permanent or consumable stores in excess of Establishment are to be submitted on Form S. 134D through the

Digitized by Google

usual channel to the Admiral Commanding for consideration, and are to be accompanied by a short report from the Commanding Officer stating the reasons for demanding.

(5) The Commanding Officer of each Outlying Unit is to keep a record of the expenditure of consumable stores, and to furnish a statement of such expenditure to the Officer Instructor of his Division as required. He is to forward demands for annual replacement and replenishment of stores required for such Outlying Unit to the Officer Instructor of the Division early in October so that they may be incorporated in the demands.

404. Local purchases may be authorised of such stores as can be obtained with advantage in this manner, and in such cases tenders should be called for if the quantity warrants.

(2) Before calling for tenders or purchasing, the Commanding Officer is to satisfy himself that the articles demanded are allowed by Establishment, or that the supply, if in excess of Establishment, has been approved.

(3) Only competent firms are to be invited to tender, and, provided the total cost does not exceed £10, the lowest tender may be accepted by the Commanding Officer.

(4) Should the amount exceed £10, or it be proposed to pass over the lowest tender, the Commanding Officer is to transmit all the tenders to the Admiral Commanding, stating on the abstract which tender he proposes for acceptance, or, when applicable, his reasons for not recommending the lowest. It is, however, most undesirable to invite quotations from any firm whose tender—if the lowest—it is not intended to accept.

(5) All tenders must be abstracted on Form $\frac{\text{D. 603}}{\text{S. 607}}$ and the instructions therein are to be followed in inviting and dealing with tenders.

(6) In all cases of purchase the claims are to be paid by the Accountant Officer of the Division ; the Contractor's invoice, duly certified as to the receipt of the stores and entry in the Store Account, is to be forwarded as a Voucher to the appropriate Cash Account. (*See* Articles **301** and **302.**)

405. An Account, Form R.N.V. 21, is to be kept and rendered by the Officer Instructor of each Division for all Naval stores supplied, or purchased, for the use of the Headquarters or Headquarter sub-Divisions of the Division, but a separate set of accounts may be kept for stores supplied for the use of an Outlying sub-Division. (*See* Article **403,** clause (1).)

(2) A MS. list of the permanent stores supplied as an outfit to each Outlying sub-Division is to be kept by the Commanding Officer of the sub-Division ; a copy of this list is also to be in the possession of the Officer Instructor.

Digitized by Google

406. The Store Account (Permanent and Consumable Naval Stores) (R.N.V. 21) is to be closed on a change of Accounting Officer. The remains entered in the accounts are to be those ascertained by actual stocktaking.

(2) The remains are to be carried to a new account, and the closed accounts, with all documents necessary for their examination, are to be forwarded to the Director of Stores, Admiralty, as soon as practicable.

(3) Losses by neglect are to be separately credited in the Store Account for the period in which they occur, and the credits are to be supported by vouchers prepared by the officer in charge of the stores on the established Form (S. 126); no article lost by neglect will be allowed in the Store Accounts unless credit be supported by such voucher.

(4) All losses of stores or materials of any description belonging to H.M. Naval Service known or believed to be due to theft are to be reported to the Admiral Commanding, as soon as possible after the discovery of the loss, whether the articles have been recovered or not, with full particulars of the articles and precise information on the following points :—

(*a*) The circumstances in which the articles were stolen or believed to have been stolen.
(*b*) In whose custody the articles were at the time of the actual or supposed theft.
(*c*) Whether any inquiry was held and with what result.
(*d*) Whether the articles were recovered, and if not, what steps have been taken to recover them.
(*e*) Whether the local police were informed, and if so, with what result. Copies of police statements should be forwarded.
(*f*) Whether any persons are considered to have been negligent within the meaning of Article **1528,** clause 1 (*c*), King's Regulations and Admiralty Instructions. If so, the names of the persons concerned should be reported.

(5) When valuable and important stores are lost, under any circumstances, special reports are to be forwarded to the Admiral Commanding.

(6) The stocktaking officers are to be as follows :—

Annual Stocktaking.

At Headquarters.	At Outlying Units.
The Officer Instructor.	The Officer Instructor.
The Paymaster Commander or Paymaster Lieutenant-Commander.	The Senior Executive Officer of the sub-Division.
The Executive Officer.	A Lieutenant or Sub-Lieutenant of the sub-Division.

Digitized by Google

Stocktaking on occasion of Change of Officer in Charge of Stores.

Officer giving up charge.
Officer taking charge.
One other officer appointed by the R.N.V.R. Committee.

(7) Differences disclosed on all occasions of stocktaking are to be at once reported by the Commanding Officer to the Admiral Commanding, accompanied by an explanation from the officer responsible for the stores, if the difference cannot be adjusted or cleared up locally.

407. Demands for stationery for the ensuing six months are to be forwarded direct to the Keeper of Stationery and Printing, Admiralty, on 1st January and 1st July each year.

(2) The expenditure of stationery is to be kept as low as possible. Only the quantities estimated to be required and not the maximum allowed are to be demanded.

SECTION III.

Naval Armament Stores.

408. The Naval Armament Stores allowed to a Division are shown in the printed Establishment of Naval Armament Stores for the R.N.V.R., a copy of which is supplied to each Commanding Officer.

(2) The proportion of ammunition allowed is to be reckoned from 1st April in each year.

(3) As far as possible, all proposals for increase to the Establishment should be forwarded at the same time once in a year, so as to reach the Admiralty by 1st September, the following being shown on separate sheets :—

(*a*) Guns and mountings.
(*b*) Other stores.

409. Each Division will be supplied gratuitously with arms from the Government Stores to the full number of enrolled ratings of the Seaman Class. Upon being called out for actual service R.N.V.R. ratings are to take them to the Naval Depot to which they may be ordered, but this does not apply to embarkation for training in peace time.

(2) Before any Government arms can be issued, it is necessary that the Admiralty shall be satisfied that one or more places of security for the custody of the arms have been provided. (*See* Article **392.**)

(3) All rifles, pistols, and side arms are to be kept in an armoury, and not exposed in racks in the drill halls.

Digitized by Google

The key of the armoury is to be in the possession of the Officer Instructor or other responsible person.

(4) Commanding Officers are to apply on Form S. 1403 for the arms required.

(5) The arms supplied to a Division will be marked previously to their issue, and a request to that effect is to be inserted in the requisition on which the arms are demanded.

(6) No other marks than those on them when issued are on any account to be put on the arms.

(7) All arms issued to the Division remain the property of His Majesty's Government, and the Commanding Officer for the time being is held responsible for their being at all times in a serviceable state, and for their being returned into store, when required, in good condition, fair wear and tear excepted.

410. Great attention is to be paid to the proper cleaning and care of the arms entrusted to the R.N.V.R., and Commanding Officers are to point out to those under their command that rust, if allowed to accumulate on any part of a rifle, must inevitably impair the accuracy and efficiency of the weapon.

(2) The arms are to be deposited after drill in the armouries of the Division or Outlying Unit.

(3) All arms are to be examined at least once in six months by the Commanding Officer, or by officers appointed by him for that purpose.

(4) Arms requiring repair are to be deposited with the Ordnance Artificer of the Division or with the Petty Officer Instructor of the sub-Division.

(5) All rifles should be parted by an Ordnance Artificer and repaired as necessary at least once in a period not exceeding 18 months (if practicable once a year). The work should be distributed as evenly as possible over the whole period, only such number of rifles being sent to the Ordnance Artificer at one time as can be efficiently dealt with by him.

(6) Repairs of arms found necessary in order to make them serviceable will be executed free of charge if due to fair wear and tear.

411. Every Division and Outlying Unit is required to provide a secure place for the custody of its small-arm ammunition. (*See* Article **392.**)

(2) Every care is to be taken in the conveyance and general handling of ammunition, and the Officer Instructors and Petty Officer Instructors are to see that the regulations and customs of the Royal Navy in that respect are strictly adhered to.

Digitized by Google

(3) No smoking is on any account to be allowed in the vicinity of magazines or cases containing explosives.

(4) No persons are to be allowed to congregate round packages containing explosives.

(5) Packages of explosives are not to be opened either inside a magazine or immediately outside the magazine door.

(6) Sword bayonets are not to be worn by men moving powder.

412. Metal cylinders, or leather cartridge cases, for conveying the surplus ammunition collected from the pouches of Naval Volunteers, under the provisions of Article **221**, will be supplied on demand.

413. No article of equipment is to be returned into store for the purpose of being replaced until it has become thoroughly unserviceable. No articles are to be returned into store on account of being of an obsolete pattern without the authority of the Admiralty.

414. Should any arms or other stores supplied to the R.N.V.R, be lost, destroyed, or injured as a result of neglect or carelessness. the same will be charged to the Division concerned.

415. Gun mountings in R.N.V.R. harbour drill ships, halls, or batteries, are to be stripped and examined at intervals not exceeding 2½ years by the Officer Instructor of the Division to which they belong, the result being reported through the usual channel to the Admiral Commanding, in manuscript. The holding-down bolts of gun mountings are to be examined at the same time, and the result reported in manuscript.

(2) Whenever any serious defects are discovered, a report is to be forwarded immediately to the Admiral Commanding, who will arrange a further examination, if necessary, by a Naval Engineer Officer.

(3) All Service guns are to be kept in good condition and are not to be allowed to deteriorate.

416. The establishment of permanent stores represents a complete outfit, and such stores will only be replaced when worn out, broken, or lost ; demands for new articles are to be accompanied by Requisitions for Survey (Form O. 2) on the defective articles returned to store, or by an account of their disposal, which are to be duly certified by the Commanding Officer.

(2) Where the return of an instrument to a dockyard for renewal or repair would entail long delay or undue expense, local arrangements may be made therefor within a limit of £5 per item, the cost being met from the Contingent Fund (Article **302**).

417. One set of accounts (Forms S. 1418 and S. 474) is to be

Digitized by Google

kept and rendered by the Officer Instructor of each Division for all Naval Armament Stores supplied or purchased locally (*see* Articles **302** and **404**) for the use of the Division, but a separate set of accounts may be kept for Naval Armament Stores supplied for the use of an Outlying Unit. Instructions as to the method of keeping the accounts are given at the beginning of the account forms, and information as to when they are to be rendered is included in Appendix E.

(2) A MS. list of the permanent stores supplied to each Outlying Unit is to be kept by the Officer Commanding the unit; a copy of this list is also to be in the possession of the Officer Instructor.

(3) The Commanding Officer of each Outlying Unit is to keep a record of the expenditure of Naval Armament Stores and to furnish a statement of such expenditure to the Officer Instructor of the Division, as required.

(4) All losses by neglect must be supported by vouchers on Form S. 126, showing the amounts recovered and the date of the cash account in which the payments are debited.

(5) The accounts are to be closed and rendered as directed, in the instructions prefacing the forms, to the Chief Superintendent of Armament Supply, Admiralty; all articles shown therein as "Received" and "Returned to Store" must be supported by vouchers.

(6) The remains entered in the accounts are to be those ascertained by actual stocktaking, and should be carried forward into the new account opened.

(7) Accounts for torpedo stores are to be kept and rendered in the following forms:—

S. 1418(*a*)	..	Expense book for Torpedo Explosive Stores.
S. 1423(*a*)	..	Ledger for Torpedo Explosive Stores, also Depth Charges and Mines.
S. 1423(*f*)	..	Ledger for Torpedo Stores and Paravanes (non-explosive).

418. Demands (in duplicate) for Naval Armament Stores including first supply, are to be forwarded as necessary by the Commanding Officer of the Division on Form S. 1403 (O. 15) as follows:—

(*a*) Guns, Mountings, and Loading Teachers, Deflection Teachers, Dotters.	To the Admiral Commanding.
(*b*) Small-arms, Spare parts, Tools, and Accoutrements.	To the nearest Armament Supply Depot.
(*c*) Spare Parts of Guns and Side Arms.	
(*d*) Other non-explosive Ordnance and Magazine Stores, except shot and practice projectiles.	

Digitized by Google

(*e*) Ammunition (including shot and practice projectiles) and other explosives.	To the nearest Armament Supply Depot (through the Admiral Commanding).

(2) All demands for first supply are to bear the date, initial letter, and number of the Admiralty letter containing the authority for the formation of the Division or Outlying Unit.

(3) Demands for (*c*) should not be forwarded until Admiralty authority has been received for the supply of the guns, the date, initial letter, and number of the letter containing the authority being quoted on the demands.

(4) Demands for ammunition should, if practicable, be made only once a year, sufficient being demanded to meet requirements for 15 months.

(5) The nearest Armament Supply Depots to the respective Divisions are as follows :—

London Division	Chatham (Lodge Hill).
Clyde Division	Crombie.
East Scottish Division ..	Crombie.
Tyne Division	Crombie.
Sussex Division	Portsmouth (Priddy's Hard).
Severn Division	Devonport (Bull Point).
Mersey Division	Devonport (Bull Point).
Ulster Division	Portsmouth (Priddy's Hard).

419. In the case of demands for small-arms and accoutrements to replace others worn out, broken, or lost, the divisional and serial numbers of the articles to be replaced should be shown on the demands, a register of the serial numbers allotted to each company being kept by the Division for that purpose.

(2) Care is to be taken that a serial number in use in the Division is not again shown on the demand for additional arms.

(3) If the Divisional Ordnance Artificer is unable to repair a rifle or pistol, the defective arm should be sent to the nearest Armament Supply Depot for repair or replacement, as may be necessary.

420. Demands for stores in excess of Establishment, whether for permanent or consumable stores, are to be submitted, through the usual channel, on Form S. 1403, to the Admiral Commanding, accompanied by a short report from the Commanding Officer, stating the reasons for demanding.

421.

Digitized by Google

SECTION IV.

Medical Stores.

422. The following Medical Stores will be allowed for instructional purposes :—

For Headquarters .. (*a*) One medicine chest (T.B.D.).
(*b*) One valise with contents (first-aid dressings, etc.).
(*c*) One set of first-aid diagrams.

For Outlying Units .. Those articles at (*b*) and (*c*) only.

(2) Replenishment of these stores, as required, is to be made by local purchase (*see* Article **404**).

(3) They are to be taken on charge by the Officer Instructor in his Naval Store Account, but are to be issued to the Medical Officers of the Outlying Units, receipts being obtained from them.

SECTION V.

Victualling Stores.

423. *Clothing.*—An account is to be rendered quarterly on Form S. 1050, by the Accountant Officer of each Division of the receipt and issue of clothing drawn from the Victualling Yard.

(2) *Mess Traps and Mess Utensils.*—An account is to be rendered annually, or on change of Accountant Officer, of the Mess Traps and Mess Utensils on his charge, on Forms S. 100 and S. 83, Part III., respectively.

(3) The instructions printed on the forms for rendering the accounts are to be carefully followed. (*See also* Appendix E.)

(4) Stocktaking of clothing and mess traps is to be carried out annually on 31st March and on change of Accounting Officer, and a report thereof forwarded to the Director of Victualling.

The remains of clothing are also to be mustered by the Accountant Officer, or by another Accountant Officer deputed by him, at the end of June, September and December, and the result shown in Certificate A in the Clothing Account.

Certificate A in Form S. 1050, Quarterly Clothing Account, is also to be completed and signed in the duplicate copy of the account retained at Headquarters and at the Outlying Units, in order that a record of the annual stocktaking and quarterly musters may be available for inspection.

The Stocktaking Officers are :—

At Headquarters.	*At Outlying Units.*
The Officer Instructor.	The Officer Instructor.
The Senior Accountant Officer.	The Senior Accountant Officer of the Unit.
The Senior Executive Officer.	The Senior Executive Officer of the Unit.

Digitized by Google

On occasions of the change of the Accounting Officer, the Stocktaking Officers at Headquarters and Outlying Units are :—

Officer giving up charge.
Officer taking charge.
An Executive Officer appointed by the Commanding Officer of the Division.

SECTION VI.

Gas, Water and Electric Current.

424. All claims for gas, water, and electric current are to be forwarded to the Admiralty for examination and payment.

(i) Claims for electric current are to be sent direct to the Director of Navy Accounts, those for gas and water to the Officer in Charge of Works, for transmission to the Civil Engineer-in-Chief.

(ii) All claims are to bear the following certificate, which is to be signed by the Commanding Officer of the Division or other responsible officer :—

(*a*) The supply has been economically used.
(*b*) The meter readings are correct.
(*c*) The rates charged do not exceed those current in the district.
(*d*) The Admiralty is liable for the whole of the expense.
(*e*) No item in the claim has been previously paid.

In the event of any electric current or gas being used for other than lighting purposes, a note to that effect should be made on the claim.

Chapter XVII.—Service Certificates and History Sheets.

425. A Service Certificate (Form R.N.V. 10) is to be prepared for each R.N.V.R. rating on first enrolment, on which are to be recorded particulars of his description and service in the same manner as for men of the R.N.

(2) A new form, S. 459A, has been established for use as a cover for the Service Certificate and its enclosures, in order that they may be safeguarded against loss and damage.

(3) To facilitate the handling of these documents in Depots and large Establishments, the cover has been printed in three colours for use as follows :—

Black Cover for Seaman, Signal and Telegraphist Branches.
Red cover for Engine-room Branches.
Green cover for Miscellaneous Branches (all other Branches, including Royal Marines).

Digitized by Google

The cover is to be used with all R.N.V.R. Certificates, and all documents which normally accompany the Service Certificate should be placed in the cover. Should it be necessary to detach any document and send it out of the ship, a note as to its disposal is to be made on the cover. The printed instructions on the front of the new form are to be carefully adhered to, and particular attention is called to the procedure to be followed in regard to Conduct and Medical History Sheets on transfer of men from ship to ship.

(4) These Certificates are to be kept in the custody of the Commanding Officer of the Division (or in the case of Outlying Units by the Commanding Officer of the Outlying Unit), who is to produce them at the Annual Inspection and when required.

(5) Particular care is to be taken that notations are accurately made on the Service Certificates and History Sheets, and that they are attested by the Commanding Officer.

Notes for general guidance and information in connection therewith have been promulgated in Form S. 453.

(6) Whenever Petty Officers or men are sent to His Majesty's Ships or Establishments for training or service, their Certificates are to accompany them.

(7) The efficiency and number of drills performed are to be filled in annually on 31st December for each rating by the Commanding Officer of the Division.

(8) These Certificates will be examined annually in the office of the Admiral Commanding, who will inform Commanding Officers when they are to be forwarded for this purpose.

(9) Service Certificates are not to be enclosed in envelopes which entail their being folded. Special envelopes (S. 1242) are allowed for this purpose.

426. A History Sheet (Gunnery, Torpedo, Signal, W/T, etc.) is to be prepared for each rating on being detailed for training in a special Naval Branch; this History Sheet is to be kept with and forms part of his Service Certificate, and is to be a complete record of a man's non-substantive qualifications.

(2) History Sheets are important as being the chief guide to the officer who may be called upon to select men for advancement —whether at sea or in the schools of instruction.

427. On a man being finally discharged from the R.N.V.R., the Commanding Officer is to make an endorsement of discharge on the Service Certificate, and is to deliver the same, together with his History Sheet, to the rating. In the event of the man desiring to be re-enrolled subsequently, he will be required to produce these documents.

Digitized by Google

428. The character and efficiency of every R.N.V.R. rating are to be assessed in the same manner as for active service ratings, on 31st December, and as otherwise provided for in King's Regulations and Admiralty Instructions, Articles **605** and **607.**

(2) R.N.V.R. ratings are eligible for the V.G.* assessment for character under the same conditions as R.N. ratings. (*See* King's Regulations and Admiralty Instructions, Article **605,** note to Clause (8).)

(3) The Commanding Officer of the Division, when carrying out these duties, should consult the Commanding Officers of sub-Divisions as necessary.

429.

430.

431.

Chapter XVIII.—Correspondence and Returns.

432. All correspondence relating to a Division or on official matters connected with the R.N.V.R. is to proceed from the Commanding Officer of the Division or pass through him.

(2) Commanding Officers are not to communicate direct with the Admiralty.

All correspondence requiring Admiralty decision is to be forwarded to the Admiral Commanding, and as a general rule correspondence with Admiralty Departments should pass through his office. Correspondence relative to R.N.V.R. matters referred to in Article **3,** clause (4), should, however, be submitted through the R.N.V.R. Committee.

(3) Commanding Officers when forwarding applications and reports are invariably to state their own opinion on the matter.

(4) All applications, etc., referring to Petty Officers and men of the R.N.V.R. are to be accompanied by their Service Certificates.

(5) Commanding Officers of Outlying Units are to send all necessary correspondence in reference to the affairs of their unit to the Commanding Officer of the Division to which their unit is attached.

(6) In the absence on leave or duty of the Commanding Officer of the Division, the senior R.N.V.R. Officer present is to deal as necessary with the official correspondence connected with the Division, but the Officer Instructor may sign routine papers " By order."

Digitized by Google

433. In official correspondence, the following rules are to be observed :—

(*a*) The concise memorandum form of communication is to be adopted wherever possible, *e.g.*—

From—Commanding Officer, Mersey Division, R.N.V.R.
To—The Admiral Commanding Reserves, Queen Anne's Chambers, Tothill Street, S.W.1.
Date.—1 January 1921. *No.* M.D. 23/4.
Subject.—Increase in Establishment of Naval Stores.
Authority or Reference.—R.N.V.R. Regulations, Article **420,** or N.R. 1234 of 1 December, 1920.
It is requested that, etc.

(*b*) Separate matters are to form the subject of separate submissions and should be in duplicate.

(*c*) Each paragraph is to be numbered.

(*d*) A margin of one quarter the breadth of each page is to be left blank. This margin is always to be on the same edge of the leaf, *i.e.*, on the left of front pages and the right of back pages.

(*e*) Officers are to sign their names legibly, noting their rank below their signature.

(*f*) When it is necessary to refer to the Board of Admiralty, the words "the Board" or "the Admiralty" are to be used, instead of more formal phrases.

(*g*) In cases where remarks and reports are continued on an original communication, each report or minute is to be numbered consecutively, and the paragraphs of each communication are also to be numbered where there is more than one paragraph. Such remarks or reports are *not* to be made the subject of a separate communication unless specific directions to that effect are given. The original correspondence is invariably to be returned with subsequent minutes.

(*h*) Reference sheets (in duplicate) may be used for conducting routine or unimportant correspondence, but care is to be taken to quote the authority or reference and date in the preamble.

434.

435. Applications for Royal Humane Society's awards, for actions performed by members of the R.N.V.R. when on duty, should be made to the Admiral Commanding on the form referred to in Article **1146** of the King's Regulations and Admiralty Instructions.

(2) In forwarding such requests, Commanding Officers of Divisions should state whether any application for the award has been forwarded from any private source.

Digitized by Google

436. A return of the strength of each Headquarters and each Outlying Unit is to be rendered on Form R.N.V. 13 on the first day of every quarter by the Commanding Officer to the Admiral Commanding.

(2) Copies of the returns are to be retained by the Divisions for reference.

(3) All returns rendered are to bear the approval of the Commanding Officer of the Division.

437. Retired and honorary officers are to report themselves by letter, giving their permanent addresses, to the Admiral Commanding, on or shortly after 1st January each year, in order to ensure that their names are retained in the Navy List.

438. An up-to-date list, in duplicate, of all officers who are able to speak a foreign language, with the names of languages spoken, is to be kept in each Division ready for forwarding to the Admiral Commanding if and when required.

Digitized by Google

PART II.

The Acts providing for the Constitution, &c. of the R.N.V.R.

THE NAVAL FORCES ACT, 1903

(3 EDW. 7. c. 6).

THE ROYAL NAVAL RESERVE (VOLUNTEER) ACT, 1859

(22 & 23 VICT. c. 40).

SEAMEN'S AND SOLDIERS' FALSE CHARACTERS ACT, 1906

(6 EDW. 7. c. 5).

AND

VOLUNTEER ACT, 1863

(26 & 27 VICT. c. 65).

Digitized by Google

The Naval Forces Act, 1903.

(3 Edw. 7. c. 6.)

An Act to provide for the Constitution of a Royal Naval Volunteer Reserve, and a force of Royal Marine Volunteers, and otherwise amend the Law relating to His Majesty's Naval Forces.

BE it enacted by the King's most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows :—

1.—(1) It shall be lawful for the Admiralty to raise and maintain a force to be called the Royal Naval Volunteer Reserve.

(2) The provisions of the Royal Naval Reserve (Volunteer) Act, 1859, as amended by any subsequent enactment, shall apply to the force so raised, subject to the following modifications, namely :—

(i) Section two, section three, the proviso to section five, and section twenty of the Royal Naval Reserve (Volunteer) Act, 1859 (relating to conditions of service), so much of section six as relates to naval pay, and sections nine and ten of that Act (relating to pay and pensions), shall not apply to the force raised under this section :

(ii) The Admiralty may make regulations for carrying into effect the provisions of this section, and in particular for adapting to Volunteers enrolled under this section the provisions of the Volunteer Act, 1863, which relate to the power of Volunteers to quit the corps when not on actual service, and to rules and property of the corps.

2.—(1) It shall be lawful for the Admiralty to raise and maintain a force of Royal Marine Volunteers, and for that purpose the Admiralty may make regulations as to the enrolment of men to serve in that force.

(2) The Volunteers so enrolled shall be subject to the provisions of the enactments for the time being in force relating to Volunteers, provided that when subject to military law, the Army Act shall apply to them as it applies to the Royal Marines, and that when called out for actual service or voluntarily serving for training afloat, they shall be available for service beyond the seas.

(3) In the application of the enactments relating to the Volunteers to the Royal Marine Volunteers, the Admiralty shall be substituted for a Secretary of State, and the Admiralty may make regulations for adapting those enactments where necessary to the Royal Marine Volunteers.

3. Where a Volunteer enrolled under this Act is serving for training afloat or is called out for actual service, he shall be deemed

Digitized by Google

to be serving in His Majesty's naval or marine force within the meaning of the Naval and Marine Pay and Pensions Act, 1865, as amended by any subsequent enactment, and those enactments shall apply accordingly.*

4.—(1) Where, after the passing of this Act, a man or boy is entered for non-continuous service in the naval service of His Majesty, he may, if regulations made by the Admiralty so prescribe, be engaged for a period not exceeding twelve years, on the terms that after such number of years' service in the Navy as the regulations prescribe, and as may be specified in his engagement paper, he shall be liable to serve for the residue of the term of his engagement in the Royal Fleet Reserve.

(2) The expression "Royal Fleet Reserve" means the division of the Royal Naval Reserve raised under the Naval Reserve Act, 1900.

5. The Royal Naval Reserve, and the Royal Fleet Reserve shall consist of such number of men as the Admiralty may determine, and in section one of the Royal Naval Reserve (Volunteer) Act, 1859, the words "not exceeding thirty thousand," and in section one of the Naval Reserve Act, 1900, the words "not exceeding fifteen thousand in number" shall be repealed.

6. This Act may be cited as the Naval Forces Act, 1903.

The Royal Naval Reserve (Volunteer) Act, 1859.

(22 & 23 Vict. c. 40.)

[An Act for the Establishment of a Reserve Volunteer Force of Seamen, and for the Government of the same.

WHEREAS it is expedient that there should be a Reserve Volunteer Force of Seamen for service in Her Majesty's Fleet in time of emergency, and that the seamen composing such force should be duly entered and trained: Be it therefore enacted by the Queen's most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows:]†

I. It shall be lawful for the Lord High Admiral, or Commissioners for executing the Office of Lord High Admiral, to raise and from time to time to keep up a number of men *not exceeding thirty thousand*,‡ to be called "The Royal Naval Volunteers," such men

* The following are "subsequent enactments" applied by this section:—The *Naval Pensions Act*, 1884 (47 & 48 Vict. c. 44), and the Acts therein mentioned; *see* Sections 2 and 3.

† The words in brackets were repealed by 55 & 56 Vict., c. 19 (S.L.R.).

‡ The words in italic type are struck out by the *Naval Forces Act*, 1903, Section 5.

Digitized by Google

to be raised by voluntary entry from among seafaring men and others who may be deemed suitable for the services in which such Volunteers may be employed, and to be so raised and entered at such times and in such places *in the United Kingdom and the Islands of Man, Guernsey, Jersey, Alderney and Sark, or any of them,** by such persons and in such manner as the said Lord High Admiral or Commissioners shall from time to time direct.

II. and III. *These sections are not applicable to the Royal Naval Volunteer Reserve: Naval Forces Act*, 1903, *Section* 1 (2) (i).

IV. It shall be lawful for Her Majesty, on such occasions as she shall deem fit (the occasion being first communicated to Parliament if Parliament be sitting, or declared in Council and notified by Proclamation if Parliament be not sitting or in being), to order and direct that the Volunteers under this Act, or so many or such part of them, as Her Majesty may deem necessary, shall be called into actual service.†

V. Whenever Her Majesty shall as aforesaid order all or any number or part of the Volunteers under this Act to be called into actual service, the Lord High Admiral, or Commissioners for executing the office of Lord High Admiral, shall cause the said Volunteers, or such number or part of them as Her Majesty may have ordered, to be called into actual service accordingly; and the Volunteers so called into actual service shall be liable to serve on shore or on board any ships or vessels, or partly on shore and partly on board any ships or vessels, as the said Lord High Admiral or Commissioners may direct; and such Volunteers shall be placed under the command of such officers as the said High Admiral or Commissioners may direct, and where he or they may so direct, shall form part of the crews, and be under the like command as the respective crews of any of Her Majesty's ships or vessels of war which the said Lord High Admiral or Commissioners may see fit to cause them to join; and every such Volunteer so called into actual service shall be liable to such service for the term of three years from the time of his coming into actual service, and at the expiration of such period he shall be entitled to be discharged from actual service.

* * * * * * *

* Repealed as to the words in italic, by the *Royal Naval Reserve Act*, 1896, Section 1 (59 & 60 Vict. c. 33), which, as amended by the Royal Naval Reserve Act, 1902 (2 Edw. 7, c. 5), also enacts that "the power under the "Royal Naval Reserve (Volunteer) Act, 1859, to raise and pay Volunteers "may, subject to regulations of the Admiralty, be exercised outside the "British Islands: Provided that a Volunteer shall not be raised or paid "outside the British Islands unless he is a British subject."

† Her Majesty may authorise the Admiralty to give, and when given, to revoke or vary, such directions as may seem necessary or proper for calling out all or any of the said Volunteers, as occasion may require. (Naval Reserve Mobilisation Act, 1900.)

Digitized by Google

The rest of this section does not apply to the Royal Naval Volunteer Reserve: Naval Forces Act, 1903, *Section* 1 (2) (i).

VI. The Volunteers under this Act shall, for such time as they shall be called out for, and shall attend instruction, training and exercise, be victualled in the same manner as seamen of the Fleet; or if trained on shore and not victualled, they shall be entitled to a money allowance in lieu of provisions, at such rate per diem each as may be established on this behalf by the Lord High Admiral, or the Commissioners for executing the office of Lord High Admiral; and for such time as they shall be in actual service under this Act they shall be entitled when on shore or afloat to the pay and other advantages of petty officers or seamen in the Royal Navy entered for ten years' continuous and general service, according to the ratings which they may be found qualified to fill; and they shall be entitled to such conduct money in respect of travelling to and from any place at which they may be required to attend for instruction, training, and exercise, or for the purpose of entering into actual service as aforesaid, as may be allowed by the regulations made under this Act: Provided always, that any such Volunteer who may be appointed, and be or perform the duties of a petty officer, shall be entitled to the pay and allowances of a petty officer in the Royal Navy of the same rank, in lieu of the pay and allowances of an able seaman in the Navy.*

VII. Every Volunteer under this Act shall, while he shall be such Volunteer, be exempt from serving as a peace or parish officer, and upon his entering the Royal Naval Volunteers he shall cease to be a Royal Naval Coast Volunteer, if then belonging to that force; and every such Volunteer shall under such regulations as the Lord High Admiral, or the Commissioners for executing the Office of Lord High Admiral, may from time to time establish, be eligible for admission into the Royal Hospital at Greenwich, and be thereupon entitled to the same privileges and advantages as men who are, or may be, or have been in Her Majesty's Navy.

VIII. All provisions for the time being in force for and in relation to the billeting of the Royal Marines shall extend and be applicable to the Volunteers under this Act during such time as they shall attend instruction, training, and exercise, or be in actual service: and all powers and authorities for or in relation to the billeting of the Royal Marines, which may be exercised by any colonel, commandant, or commanding officer of any Division of Royal Marines, may, for the purpose of billeting such Volunteers, be exercised by any officer in the Royal Navy holding the rank of commander, or any higher rank authorised in this behalf by the regulations made under this Act.

---

* So much of Section VI. as relates to naval pay, and also Sections IX and X., relating to pay and pensions, do not apply to the Royal Naval Volunteer Reserve; *see Naval Forces Act*, 1903, Section 1 (2) (i).

Digitized by Google

IX. and X. *As to these sections*, see *note to Section VI.*

XI. Whenever any emergency shall arise which, in the opinion of the Lord High Admiral, or the Commissioners for executing the Office of Lord High Admiral, renders it advisable to require the services in Her Majesty's Navy of any of the persons who may have been pensioned, and be in the receipt of pensions, under this Act, it shall be lawful for such Lord High Admiral or Commissioners to order any of such persons to join Her Majesty's Navy; and those so ordered shall join such of Her Majesty's ships or vessels of war as the said Lord High Admiral or Commissioners may at any time or times direct, and shall form the crews or parts of the crews of such ships or vessels, and shall continue to serve in Her Majesty's Navy during such time as such emergency may in the opinion of the said Lord High Admiral or Commissioners continue; and while so serving shall be entitled to the same pay and allowances, according to their respective ratings on board such ships or vessels, as petty officers in Her Majesty's Navy and men in Her Majesty's Navy entered for ten years' continuous and general service, and shall also continue to receive their pensions.*

XII. All the laws and customs for the time being in force for the government of Her Majesty's ships, vessels, and forces by sea, and applicable to any person in or belonging to the Fleet, or to any person being in actual service and full pay, and part of the crew of any of Her Majesty's ships or vessels, shall be applicable in like manner to every person pensioned under this Act during such period as he shall be in actual service, either on board any ship or vessel or otherwise under this Act; and every such person as aforesaid required to serve in the Navy under this Act who shall not at or within such time as may be appointed by any order of the Lord High Admiral, or Commissioners for executing the office of Lord High Admiral, made under this Act, appear for the purpose of entering into actual service, or join any of Her Majesty's ships or vessels which he may be required to join for that purpose, shall be liable to be apprehended and punished in the same manner as any person belonging to Her Majesty's Navy, and deserting or improperly absenting himself from duty.

XIII. It shall be lawful for the Lord High Admiral, or the Commissioners for executing the office of Lord High Admiral, from time to time to make regulations as to the manner or form in which Volunteers under this Act shall be entered to serve; and generally as to the entering and re-entering of men as such Volunteers; and as to the arms, clothing, and accoutrements with which such Volunteers are to be provided; and for forming such Volunteers into divisions

* "A person holding a deferred pension certificate or ticket shall be "deemed to be a person in receipt of a pension within the meaning of "Section 11 of the Royal Naval Reserve (Volunteer) Act, 1859." *Royal Naval Reserve Act*, 1896, Section 2 (59 & 60 Vict. c. 33).

Digitized by Google

or classes, or other bodies, and assigning numbers to them; and as to the manner in which notices of the times and places at which such Volunteers may be required to attend instruction, training, and exercise; and for the purpose of their entering into actual service under the provisions of this Act; and for securing and enforcing the attendance, good conduct, and discipline of and among such Volunteers; and for imposing fines or forfeitures of pay, allowances, or pensions for misconduct and breach of discipline or of any such regulations; and as to the pay and allowances to officers commanding such Volunteers; and generally as to all other matters and proceedings under this Act.

XIV. It shall be lawful for the Lord High Admiral, or Commissioners for executing the Office of Lord High Admiral, in his or their discretion at any time to discharge any of the Volunteers raised under this Act.

XV. All the laws and customs for the time being in force for the government of Her Majesty's ships, vessels, and forces by sea, and applicable to any person in or belonging to the Fleet, or to any person being in actual service and full pay, and part of the crew of any of Her Majesty's ships or vessels, shall be applicable in like manner to every Volunteer under this Act during such period as he shall be on board any ship or vessel for the purpose of instruction, training, and exercise, or shall be otherwise under instruction, training, and exercise; and to every such Volunteer during such time as he shall be in actual service, either on board any ship or vessel or otherwise under this Act; and to all officers having any command over any such Volunteers during the time of instruction, training, and exercise, or while in actual service; and the said Volunteers under this Act shall while in actual service have the same privileges of making allotments of wages and of making remittances, and otherwise have the benefit of and be subject to the provisions of the laws relating to the pay of the Royal Navy in like manner as officers and men of their respective ratings in Her Majesty's Navy; and the laws concerning the discharge of seamen serving on board Her Majesty's ships, and becoming entitled to be discharged, shall be applicable to and for the discharge of any of the said Volunteers.

XVI. If any person shall enter or attempt to enter the Royal Naval Volunteers as a new Volunteer more than once during the whole or any part of the same period of service, he shall for every such act forfeit and pay any sum not exceeding twenty pounds.

XVII. Every shipping master acting under the Merchant Shipping Act, 1854,* shall give all the assistance in his power towards carrying into effect the objects of this Act in such manner as the

* This Act (17 & 18 Vict. c. 104) has been repealed and superseded by 57 & 58 Vict. c. 60.

Digitized by Google

Board of Trade, at the instance of the Admiralty, may direct; and every such shipping master shall for this purpose have the power to call for such answers or information concerning reserve men from the masters of and other persons belonging to British merchant ships as may be necessary or desirable in order to enable him to render such assistance as aforesaid, or to make any returns which the Board of Trade or the Admiralty may require; and every master of or other person belonging to a British merchant ship who, when duly called on by the shipping master, omits or refuses to give any such answer or information as aforesaid which it is in his power to give, shall be liable to a penalty not exceeding five pounds.

XVIII. In case any officer, serjeant, or other person enlist any man to serve in Her Majesty's regular forces, or in the Militia, or in the Royal Naval Coast Volunteers, who at the time of such enlisting is entered to serve as a Volunteer under this Act, such enlisting shall be null and void; and in case any person enter any man to serve as a Volunteer under this Act, who at the time of such entering is enrolled to serve in the Militia, or belongs to the Royal Naval Coast Volunteers, such entering shall be null and void; and any such Volunteer under this Act offering himself to be enlisted in Her Majesty's Regular forces, or who shall be enlisted or enrolled or offer himself to be enlisted or enrolled as a Militiaman, or to serve in the Royal Naval Coast Volunteers, and every Militiaman or any Royal Naval Coast Volunteer offering himself to be entered as a Volunteer under this Act, shall, on conviction thereof, upon the oath of one witness before any justice of peace in or near to the place where the offence shall be committed, or where the offender may at any time happen to be, be committed to the common gaol or house of correction for any term not exceeding six months; and any officer or other person knowingly enlisting or enrolling any Volunteer under this Act to serve in Her Majesty's regular forces, or in the Militia, or in the Royal Naval Coast Volunteers, or knowingly entering any Militiaman or Royal Naval Coast Volunteer to serve as a Volunteer under this Act, shall for every such offence forfeit and pay any sum not exceeding twenty pounds: Provided always, that men may, on their application to that effect, be discharged by proper authority from the Royal Naval Coast Volunteers to be enrolled as Volunteers under this Act.

XIX. Any Volunteer under this Act who shall sell, pawn, or lose any of his arms, clothes, accoutrements, or ammunition, slops or necessaries, or any of such articles provided for him under this Act, or refuse or neglect to return the same in good order to any person appointed by or under the authority of the Lord High Admiral, or Commissioners for executing the office of Lord High Admiral, to receive the same, shall for every such offence forfeit any sum not exceeding three pounds; and every person who shall knowingly and wilfully buy, take in exchange, receive in pledge, or otherwise receive or conceal any arms, clothes, accoutrements, or ammunition,

Digitized by Google

or slops or necessaries belonging to any such Volunteer or provided for him under this Act, shall for every such offence forfeit and pay any sum not exceeding ten pounds, and the treble value of all or any of the articles so bought, taken in exchange, received, or concealed; and if any person shall prove, on oath before a justice of the peace or person exercising like authority, and there is reasonable cause to suspect that any person has in his or her possession, or on his or her premises, any such arms, clothes, accoutrements, or ammunition, or slops or necessaries, such justice or person may and he is hereby required to grant a warrant to search for such arms, clothes, accoutrements, and ammunition, and slops and necessaries, as in the case of stolen goods; and if upon search any such articles shall be found, the same shall and may be seized by the officer charged with the execution of such warrant, or any person aiding him therein, who shall bring the offender in whose possession or upon whose premises the same shall be found before such justice or person, to be dealt with according to law.

XX. *Not to apply to the Royal Naval Volunteer Reserve: Naval Forces Act,* 1903, *Section* 1 (2) (i).

XXI. If any such Volunteer (being in the United Kingdom, and not labouring under any infirmity incapacitating him) required to serve in the Navy under this Act shall not at or within such time as may be appointed by any order of the Lord High Admiral, or Commissioners for executing the Office of Lord High Admiral, made under this Act, appear for the purpose of entering into actual service, or join any of Her Majesty's ships or vessels which he may be required to join for that purpose, every such person so offending shall be liable to be apprehended and punished in the same manner as any person belonging to Her Majesty's Navy deserting or improperly absenting himself from duty.

XXII. Every person who by words or other means shall persuade any Volunteer under this Act to desert from the Royal Naval Volunteers, or to be improperly absent from his duty, shall forfeit and pay any sum not exceeding twenty pounds for every such Act, and every person who shall assist or procure any such Volunteer to desert, or to be improperly absent as aforesaid, or shall conceal or employ or continue to conceal or employ any such Volunteer, knowing him to be such a deserter or so improperly absent, shall for every such offence forfeit and pay any sum not exceeding thirty pounds.

XXIII.* No man by reason of his entering or serving as a Volunteer under this Act shall lose or forfeit, or be deemed to have lost or forfeited, any interest he may possess, or may have possessed at the time of his being so entered or serving, in any

* Section XXIII was repealed by 38 & 39 Vict. c. 60, S. 5.

Digitized by Google

friendly or benefit society, any laws, rules, or regulations of such society to the contrary notwithstanding; and in case any dispute shall arise between any such society and any such man by reason of such entry or service, it shall be considered as being a dispute directed by the rules of such society to be decided by Justices of the Peace, pursuant to the provisions of the Acts in force relating to friendly societies.

XXIV.* All offences for which any pecuniary penalty or forfeiture is by this Act imposed shall and may be heard and determined by any Justice of the Peace in or near to the place where the offence shall be committed, or where the offender may at any time happen to be; and all such penalties and forfeitures, and any forfeiture of treble value, and also the reasonable costs attending the prosecution, to be duly ascertained and awarded by such Justice, shall and may be enforced and recovered in the same manner as any pecuniary penalties may be recovered in England or Wales, under the provisions of the Summary Jurisdiction Act, 1848. Provided always, that in all cases in which there shall not be sufficient goods whereon any penalty or forfeiture can be levied, the offender may be committed and imprisoned, with or without hard labour (for any time not exceeding six months)†, which said Act shall be used and applied in Ireland for the recovery of all such pecuniary penalties and forfeitures, and forfeitures of treble value, as fully to all intents as if such Act had extended to Ireland, anything in the said Act, or in the Petty Sessions (Ireland) Act, 1851, or in any other Act to the contrary notwithstanding.

XXV. One moiety of every such penalty or forfeiture not including the treble value of any articles, shall go to the person who shall inform or sue for the same, and the other moiety, together with the treble value of any articles, or, where the offence shall be proved by the person who shall inform, then the whole of the penalty and such treble value shall be paid over and applied in such manner as the Lord High Admiral, or the Commissioners for executing the Office of Lord High Admiral, shall direct, anything in the Municipal Corporations Act, 1835,‡ or in any other Act of Parliament, to the contrary notwithstanding; and every Justice who shall adjudge any penalty under this Act shall within four days thereafter at the farthest report the same and his adjudication thereof to the Secretary of the Admiralty.

---

* Section 52 of the Summary Jurisdiction Act, 1879, provides that the power to reduce the prescribed amount of a fine shall not apply to any proceedings taken under any Act relating to any of His Majesty's Regular and Auxiliary Forces. The legal position is the same in Scotland and in Northern Ireland.

† Words in brackets apply only to Ireland.

‡ The Municipal Corporations Act, 1835, is repealed by the Municipal Corporations Act, 1882—but *see* Section 242 of the latter.

Digitized by Google

Seamen's and Soldiers' False Characters Act, 1906.

(6 Edw. 7. c. 5.)

An Act to amend the Law relating to the falsification of Seamen's and Soldiers' Certificates of Service or Discharge, and to false statements made, used, or given in connection with Entry or Enlistment into His Majesty's Naval, Military, or Marine Forces. [22nd June 1906.]

BE it enacted by the King's most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal and Commons, in this present Parliament assembled, and by the authority of the same, as follows :—

1.—(1) If any person forges the certificate of service or discharge of any seaman or soldier, or any certificate purporting to be a certificate of service or discharge of a seaman or soldier, or utters such certificate knowing it to be forged, or obtains or seeks to obtain any employment or other advantage by means of any forged or counterfeit certificate of service or discharge, or personates the holder of a certificate of service or discharge, he shall on conviction under the Summary Jurisdiction Acts be liable in the case of a first offence to imprisonment, with or without hard labour, for a term not exceeding one month, or to a fine not exceeding twenty pounds, and in the case of a second or subsequent offence to imprisonment, with or without hard labour, for a term not exceeding three months.

(2) For the purposes of this section the expression "seaman" means a man who has served in His Majesty's naval forces, and the expression "soldier" means a man who has served in His Majesty's military or marine forces.

2. If any man when entering or enlisting or offering himself for entry or enlistment in His Majesty's naval, military, or marine forces makes use of any forged or counterfeit statement as to his character or previous employment, or any statement as to his character or previous employment which to his knowledge is false in any material particular, he shall be liable, on conviction under the Summary Jurisdiction Acts, to a fine not exceeding twenty pounds; and if any person makes a written statement as to the character or previous employment of any man which he knows to be false in any material particular, and which he allows or intends to be used for the purpose of the entry or enlistment of that man into His Majesty's naval, military, or marine forces, he shall be liable, on conviction under the Summary Jurisdiction Acts, to the like fine.

3. In section sixteen of the Naval Enlistment Act, 1853 (which imposes a penalty on persons who make or give a false statement upon entering or offering themselves to enter the

Digitized by Google

naval service of His Majesty), the expression "naval service" shall include service in any of the naval reserve forces.

4. This Act may be cited as the Seamen's and Soldiers' False Characters Act, 1906.

Volunteer Act, 1863.

(Extract from 26 & 27 Vict. c. 65.)

An Act to consolidate and amend the Acts relating to the Volunteer Force in Great Britain.

[21st July 1863.]

48. Any pecuniary Penalty under this Act, the mode of Recovery of which is not otherwise expressly provided for by this Act—and any Money or Fine by this Act made recoverable as a penalty under this Act is recoverable—may be recovered as follows:—

In England, in a summary Way before Two or more Justices of the Peace having Jurisdiction where the Offence is committed or where the Offender happens to be, in manner directed by the Act of the Session of the Eleventh and Twelfth Years of Her Majesty (Chapter Forty-three), "to facilitate the Performance of the Duties of Justices of the Peace out of "Sessions, within England and Wales, with respect to Summary Convic-"tions and Orders"; or in case of Proceedings in the City of London, or in the Metropolitan Police District, in manner directed by the respective Enactments for the Time being in force relative to summary Proceedings there:

In Scotland, in manner directed by the Railways Clauses Consolidation (Scotland) Act, 1845, with respect to Penalties imposed by that Act, the Recovery of which is not otherwise provided for:

In the Isle of Man, by Proceedings in any Court of competent Jurisdiction, and in the manner in which Penalties of like Amount are recoverable by the Laws of the Isle of Man, or as near thereto as Circumstances admit.

In England, where the Sum adjudged to be paid on a summary Conviction or Adjudication, inclusive of any Costs, exceeds Five Pounds, or the Imprisonment awarded exceeds One Month, and the Person who is convicted, or against whom the Adjudication is made thinks himself aggrieved by the Conviction or Adjudication, the following Provisions shall take effect:—

(1) Such Person may appeal to the next Court of General or Quarter Sessions held not less than 12 Days after the Day of such Conviction or Adjudication for the County or Place where the Conviction or Adjudication is had:

(2) The Appellant shall, within Three Days after the Day of the Conviction, and Seven clear Days at least before the Sessions to which the Appeal is to be made, give to the Complainant a Notice in writing of the Appeal and of the Ground thereof:

(3) The Appellant may enter into a Recognizance with Two sufficient Sureties before a Justice of the Peace conditioned to appear personally at the Sessions and try the Appeal, and abide the Judgment of the Court thereon, and pay any costs awarded by the Court; or where the Appeal is against a Conviction imposing

Digitized by Google

only a pecuniary Penalty, or against an Adjudication for the Payment of Money, the Appellant may deposit with the Clerk of the convicting Justices such Sum of Money as those Justices deem sufficient to cover the Amount of the Penalty, or Money adjudged to be paid, together with the Costs of the Conviction or Adjudication, and of the Appeal:

(4) On such Notice being given, and such Recognizance being entered into, or such Deposit being made, the Appellant shall be liberated if in Custody:

(5) The Court of General or Quarter Sessions shall hear and determine the Appeal, and shall make such Order therein with or without Costs to either Party, as to the Court seems fit, and in case of Affirmance of the Conviction or Dismissal of the Appeal, shall adjudge the Appellant to be punished according to the Conviction, or to pay Money according to the Adjudication, and to pay such Costs as are awarded and shall, if necessary, issue Process for enforcing such Judgment:

(6) Where any such Deposit as aforesaid is made, and the Conviction or Adjudication is affirmed or the Appeal is dismissed, the Court may order the amount of the Penalty or other Money adjudged to be paid, together with the Costs of the Conviction or Adjudication and of the Appeal, to be paid out of the Deposit, and the Residue thereof, if any, to be returned to the Appellant, and in any other Case shall order the Deposit to be returned to the Appellant:

(7) Where on Appeal a Conviction is quashed, the proper Officer shall forthwith indorse on the Conviction a Memorandum that it has been so quashed; and whenever any Copy or Certificate of such Conviction is made, a copy of the Memorandum shall be added thereto, which shall be sufficient Evidence of the Conviction having been quashed in all Cases where a Copy or Certificate would be sufficient Evidence of the Conviction.

But nothing in the present Section respecting Appeals shall affect any Enactments relative to Appeals in Cases of summary Convictions or Adjudications in the City of London or the Metropolitan Police District.

In Scotland, and the Isle of Man, in like Cases as in England, an Appeal shall lie, in manner in that Behalf provided by the Law of Scotland and of the Isle of Man respectively.

A summary Conviction or Adjudication under this Act in England, or an Adjudication made on Appeal therefrom, shall not be quashed for Want of Form or be removed by Certiorari; and a Warrant of Commitment on any such Conviction shall not be held void by reason of any Defect therein, if it is therein alleged that the person therein named has been convicted, and there is a good Conviction to sustain the same.

Any pecuniary Penalty recovered summarily under this Act on the Prosecution of the Commanding Officer of a Volunteer Corps or Administrative Regiment shall (notwithstanding anything in any Act relating to Municipal Corporations or to the Metropolitan Police or in any other Act contained) be paid to the Commanding Officer, and be applied as part of the general Fund of the Corps or Regiment.

Digitized by Google

APPENDICES

	PAGE
A.—Cancelled.	
B.—Syllabus of Training—Officers	180
C.— ,, ,, —Men	190
D.—Regulation Kits	206
E.—Schedule of Returns to be rendered	208
F.—Postal and Telegraphic Addresses of Divisions and Outlying Sub-Divisions	211
G.—List of Books and Documents to be produced at the Annual Inspection	212
H.—List of Printed R.N.V. Forms	212
I.—Rules for Canteens	213
J.—Standard for Medical Examination of R.N.V.R. Recruits	214
K.—Table of Relative Ranks	215
L.—Educational Test—Part I.	216
M.—Tables of Full Pay	217
N.—Income Tax	223
O.—Rules of Procedure of R.N.V.R. Committee	223
P.—R.N.V.R. Inter-Divisional Competitions	224
Q.—Syllabus of Training of Ratings in H.M. Ships	230
R.—Cancelled.	
S.—Cancelled.	
T.—Cancelled.	
U.—Loan of Stores to R.N.V.R. Boys' Corps	231
V.—Divisional Areas	232
X.—Specimen Claim for Loss or Damage to Furniture during Removal	233

APPENDIX A.

CANCELLED.

APPENDIX B.

SYLLABUS OF TRAINING.

R.N.V.R. OFFICERS.

I.—*Gunnery.*

(1) Obligatory qualifying course for officers selecting Gunnery on promotion to Lieutenant.

A four weeks' course consisting of:—

Gun drill	1½ days
Ammunition	1½ ,,
Stripping	1 day.
Rangefinder	1 ,,
Fire control	3 days.

Digitized by Google

H.A. gun control	1 day.
General gunnery	2 days.
Director and sighting	3 ,,
Firings	4 ,,
Examination	2 ,,
Total working days	20 ,,

(plus 1½ days' instruction in theory and range tables, which is given on Saturday forenoons).

Candidates will be given 1st, 2nd or 3rd Class Certificates, for which 80, 70 and 65 per cent. will be required. Candidates who obtain less than 65 per cent. fail.

(2) A voluntary course will not be instituted at present, but there will be a requalifying course of 4 weeks in lieu, the same syllabus being taken as in the qualifying course.

(3) A short course is held bi-monthly at the Gunnery School, Devonport. A two weeks' course consisting of :—

Gun drill	2½ days.
Stripping	2 ,,
Fire control	2½ ,,
H.A. gun control	1 day.
Director and sighting	1 ,,
Firings	1 ,,
Total working days	10

(4) *Captains and Commanders-in-Command (Voluntary), and Commanders (Obligatory).*

A two weeks' course consisting of :—

Fire control, including H.A. control	4 days.
Ammunition and Magazine Regulations	1½ ,,
Rangefinder	½ day.
General gunnery lectures	4 days.
Total working days	10

No examination will be held.

Courses will be held by arrangement at one of the Gunnery Schools.

(5) *Special Branch.*

No syllabus required.

(6) *Course for Sub-Lieutenants qualifying for promotion to Lieutenant* (Article **126**, clause (5), Note (i)).

A one week's course (5½ working days) consisting of :—

Gun drill—stripping	1 day.
Ammunition	½ ,,
Fire control and firings	2 days.
H.A. control	1 day.
Director and sighting	½ ,,
General gunnery	(½)*,,
Examination	½ ,,
Total working days	5½ + (½)*

* Lecture after working hours.

A minimum of 50 per cent. of marks in each subject is necessary to qualify.

The dates for these courses are notified quarterly in advance.

Digitized by Google

II.—*Torpedo.*

(1) *Obligatory Torpedo Qualifying Course*, for officers selecting Torpedo on promotion to Lieutenant.

A four weeks' course consisting of :—

Torpedoes and Torpedo control	10 days.
Mining, including mines, sinkers, minelaying, explosives, demolition depth charges and paravanes	5 ,,
Searchlights and searchlight control ..	5 ,,
Total working days	20

An examination will be held at the end of each subject.

Candidates will be given 1st, 2nd, or 3rd Class Certificates, or failed.

Courses will be held by arrangement at one of the Torpedo Schools.

(2) *Obligatory Electricity Qualifying Course*, for officers selecting Electricity on promotion to Lieutenant.

A four weeks' course consisting of :—

High Power, including lighting, dynamos, motors, switchboards, distribution and power circuits generally	5 days.
Low Power, including electrical communications, fire control instruments, and gyro compass ..	10 ,,
Searchlights, including lamps, projectors, manipulation and burning, and searchlight control..	5 ,,
Total working days	20

An examination will be held at the end of each subject.

Candidates will be given 1st, 2nd, or 3rd Class Certificates, or failed.

Courses will be held by arrangement at one of the Torpedo Schools.

(3) There will be a requalifying course of 2 weeks, the same syllabus being taken as in the qualifying course.

(4) *Captains and Commanders.*

A two weeks' Torpedo course to consist of the usual R.N. Senior Officers' course, but R.N.V.R. officers will have to leave the course at the end of the fortnight.

Course to be held by arrangement.

(5) *Special Branch.*

No syllabus required.

III.—*Signals.*

It is not practicable for an R.N.V.R. officer to combine V/S and W/T. These subjects have therefore been divided, and an officer may select one or the other in which to qualify.

(1) *Obligatory Qualifying Course* for officers selecting Signals on promotion to Lieutenant (*see* Article **232**).

A four weeks' course consisting of :—

First week.

Names of principal signal books and purpose for which each is supplied.
Colours and principal significations of Naval flags and pendants.
Principal definitions.
Standard phraseology.
Distinguishing signals and Fleet numbers.

Digitized by Google

Organisation of a Fleet.
Instructions for the conduct of a Fleet.
Instructions for the conduct of signalling.

Second week.
Manœuvring signals.
Resultant order problems with model ships on a mooring board.
General arrangement of Fleet Code, Vol. I., and appendices.
Signals to be made or displayed on certain occasions.
Distinguishing lights, position lights, speed and helm signals.
Enemy reports.
Distress messages.

Third week.
General rules for V/S in a Fleet.
Instructions for signalling by flags.
Instructions for signalling by Semaphore.
Use of Morse procedure signals.
Instructions for signalling by flashing.
Instructions for signalling by Morse flag.
Practical procedure at flashing model.

Fourth week.
Drafting and despatch of messages.
Coding Instructions.
Practical coding.
Methods employed to safeguard codes.
W/T organisations ashore and afloat.
Methods of handling W/T traffic.
Auxiliary Vessel's Signal Book.
Boats' Signal Book.
International Code.
Allied Signal Manual.
Examination.

NOTE.—During the whole course, instruction is given in the reading and making of Semaphore, Flashing and Buzzer twice daily. Instruction is also given in reading and making by Morse flag twice a week.

Subject.	*Rate.*	*Marks allowed.*	*Percentage required to pass.*
Semaphore.	20	100	98
Morse flag	12	100	96
Flashing	10	100	97·3
Buzzer	Standard	100	90
Paper	—	200	90
Coding	—	100	90
Oral	—	100	90

(2) *Voluntary Course for Officers who have already qualified.*

A six weeks' course consisting of:—

First week.
Names of principal signal books and purpose for which each is supplied.
Significations of Naval flags and pendants.
Definitions.
Standard phraseology.
Distinguishing signals and Fleet numbers.
Organisation of a Fleet.
Instructions for the conduct of a Fleet.

Digitized by Google

Second week.

Instruction for the conduct of cruisers.
Instructions for the conduct of destroyers.
Instructions for the conduct of signalling.
Manœuvring signals.
General arrangements of Fleet Code, Vol. I., and Appendices.
Signals to be made or displayed on certain occasions.
Distinguishing lights, position lights, speed and helm signals.

Third week.

General rules for V/S in a Fleet.
Instructions for signalling by flags.
Instructions for signalling by Semaphore.
Instructions for signalling by Morse.
Instructions for signalling by flashing.
Instructions for signalling by sound.
Organisation of the Signal Department.

Fourth week.

General Instructions (Signal Manual).
Drafting and despatch of messages.
Enemy reports.
Distress messages.
How to signal in special cases.

Fifth week.

Coding Instructions.
Fleet Code, Vol. II., and Peace Code.
Practical coding and decoding.
W/T organisations ashore and afloat.
Methods of handling W/T traffic.
International Code.

Sixth week.

Extracts from King's Regulations and Admiralty Instructions.
Revision.
Examination.

NOTES. (1) Semaphore, Flashing and Buzzer exercises to be read daily.
(2) Morse flag exercises to be read twice a week.
(3) Practical procedure at flashing and sound model as convenient.

Examination.

Candidates will be required to pass the same standard as laid down for the qualifying examination, but a more advanced style of question will be asked.

(3) *Short Course.*

A two weeks' course consisting of :—

First week.

Names of principal signal books and purpose for which each is supplied.
Colours and principal significations of Naval flags and pendants.
Principal definitions.
Standard phraseology.
Distinguishing signals and Fleet numbers.
Organisation of a Fleet.
Instructions for the conduct of a Fleet.
Executive signals. (Signal Manual, Articles 184–187.)

Second week.

Manœuvring signals.
Resultant order problems with model ships on a mooring board.

Digitized by Google

General arrangement of Fleet Code, Vol. I.
Signals to be made or displayed on certain occasions.
Distinguishing lights, position lights, speed and helm signals.
Enemy reports.
Distress messages.

NOTE.—During the whole course, instruction is given in the reading and making of Semaphore and Flashing twice daily.

Examination.

Subject.	*Rate.*	*Marks allowed.*	*Percentage required for 1st class.*	*Percentage required for 2nd class.*	*Percentage required to pass.*
Semaphore ..	12	100	96	90	80
Flashing ..	8	100	94	90	80
Paper ..	—	100	90	80	60

Candidates will be awarded 1st, 2nd or 3rd Class Certificates or will be failed.

(4) *Captains and Commanders* (Article **231**).
A one week's course as laid down for Senior Officers, R.N. All these courses are held by arrangement.

IV.—*Wireless Telegraphy.*

(1) It is not practicable for an R.N.V.R. officer to combine V/S and W/T. These subjects have therefore been divided, and an officer may select one or the other in which to qualify.

Officers selecting W/T will be required to have a certain electrical knowledge, and to have studied the Admiralty W/T Handbook before qualifying.

Candidates will be required to pass (at R.N.V.R. Headquarters) a test paper (set and corrected by Signal School) on Chapters 2 to 5 inclusive of the Admiralty W/T Handbook. No questions will be set on details of instruments of W/T sets. After the obligatory W/T course, all training will be in the W/T branch. An officer will spend all available training periods at sea in a ship carrying a qualified signal officer, except that a two weeks' requalifying course may be taken every four years at the Signal School to study new developments.

(2) *Obligatory W/T Qualifying Course* (Article **232**).—Duration of course, four weeks.

Syllabus.

Theory.
Outline of knowledge of the propagation of wave motion.
Outline of electron theory.
Electrical units, cells, accumulators, measuring instruments.
Magnetism.
Inductance and capacity and their practical application in series and parallel.
Resonance.
Acceptor and rejector circuits.
Brief principles of spark and arc circuits.
Receiving circuits (general principles).
Detectors.
Receiving valves (general principles, heterodyning, detecting and amplifying).
Transmitting valves.
Typical valve transmitting circuit.

Digitized by Google

Outline of R/T.
Principles of wavemeter.
Description and methods of tuning.

Practical.
Instruction at sets to give a good working knowledge of certain typical service sets.

Organisation.
Outline.

Procedure.
Fair knowledge.
NOTE.—Standard buzzer exercise to be read daily.

Examination.

Subject.	*Rate.*	*Marks allowed.*	*Percentage required to pass.*
Buzzer receiving ..	Standard	100	85
Buzzer transmitting ..	Standard	100	75
W/T paper	—	100	65
Practical procedure ..	—	100	80

V.—*Navigation—Pilotage.*

(1) *Course for Sub-Lieutenants qualifying for promotion to the rank of Lieutenant.*—(*Article* **126**, *clause* 5, *note* (*i*)).—A one week's course (5½ working days) consisting of :—

Subject.

Compass.—Explanation and application of variation and deviation. How to take bearings.
Chronometer.—Winding and daily comparison. Taking times by D.W. for sights, time balls, &c. } ½ day.

Meteorology.—Barometers, mercurial and aneroid, Barograph, Hygrometer. Cause of wind and effect of earth's rotation on its direction. General knowledge of the weather of British Isles. British storm signals. ½ day.

Tides.—Elementary knowledge of cause of tides. Spring and Neap tides. To be able to find the time of H.W. and L.W. at any standard port, and also the depth at those times, given sounding on chart. To be able to make use of tidal information on charts and in Tidal Atlas, neglecting velocity on intermediate days and times. Relation between spring and neap velocity. ½ day.

Charts, etc.—(*a*) Supply, arrangement and correction of charts and sailing directions. System of lights, buoyage and fog signals in use on British coasts, chart abbreviations. Rule of the road. Duties of O.O.W. at sea. Writing up the log.
(*b*) Fixing by all terrestrial methods. Laying off a course, allowing for tide.
(*c*) Leading marks, clearing marks, transits and lines of bearing. General principles of pilotage in fog. Running lines of soundings.
(*d*) Knowledge of patent logs, Forbes log, and sounding machine. } 3½ days.

Examination, ½ day.

(*a*) *Paper* 1.—Care and correction of charts and sailing directions. Their relative value as aids to navigation. Use of deviation table and how to

Digitized by Google

correct compass courses and bearings for deviations. Conversion of true courses into magnetic and vice versa. System of lights, buoyage and fog signals.

Time allowed, 1½ hours. Full marks, 50.

Paper 2.—Fixing paper, omitting station pointer fixes.

Time allowed, ¾ hour. Full marks, 50.

(*b*) *Viva-voce Exam.*—General examination in the above sections. Full marks, 100.

(*c*) *Viva-voce Exam.*—Rule of the road. Full marks, 100.

To pass, officers will be required to obtain half marks in each of parts (*a*), (*b*) and (*c*). They will be awarded a certificate showing that they have passed or will be failed.

This course will follow immediately after the 7 days' Gunnery Course referred to in Article **126**, clause (5), note (i). The dates for these courses are notified quarterly in advance.

(2) *Obligatory Qualifying Navigation and Pilotage Course.*—For officers selecting navigation and pilotage on promotion to Lieutenant (Article **232**).

A four weeks' course divided into two parts, each of two weeks' duration, called Navigation and Pilotage, Part I., and Navigation and Pilotage, Part II.

Part I. course will commence on the first Monday of January, March, May, July, September and November, and Part II. course on the third Monday of those months.

Before taking Part II. course officers will be required to have taken and passed the Part I. course.

Navigation and Pilotage.—Part I.

Syllabus.

Compass—Magnetic.—Properties of magnets. Terrestrial magnetism, permanent, sub-permanent and induced magnetism in a ship, its resolution into components and the deviation caused. Heeling error and the deviation caused. Directive force. Practical correction of permanent and induced magnetism and heeling error. Changes in deviation on change of magnetic latitude. Precautions before swinging. Methods of swinging. Analysing a deviation table and determining the approximate co-efficients. Obtaining the variation at sea. (1½ days.)

Chronometer Work.—Supply, return and transfer of chronometers and watches. Safe distances from electrical instruments. Management and care. Unpacking a wedged chronometer or watch. Comparing. Value of daily comparisons. Keeping comparison book. Obtaining errors by W/T or visual time signal and by comparison with Standard clocks. Comparisons necessary when obtaining errors. Rating chronometers and watches. System of time-keeping at sea. (½ day.)

Meteorology.—Instruments. Barometers—mercurial and aneroid, Barograph Hygrometer, Thermometers—maximum and minimum. Correcting barometer readings. Cyclonic and anti-cyclonic forms of weather. British storm signals. Winds and currents of Atlantic Ocean. (1 day.)

Tides.—Tidal definitions. Progress of tidal wave. Tidal peculiarities. To find time and height of H.W. and L.W. and to find height at an intermediate time at Standard and Secondary Ports. Use of Tidal atlases. Tidal information on Admiralty charts. To determine direction and rate of tidal streams at intermediate times. (1½ days.)

Ship and Fleet Work.—Turning of ships. Action of propellers. Turning trials. Definitions. Gaining and losing speed. Keeping dead reckoning. Station keeping. Description and use of Battenburg and Mooring Board. Changing station by Battenburg. Anchoring on a ship already anchored using Mooring Board. (2 days.)

Digitized by Google

General Navigation and Pilotage.—(*a*) Supply, arrangement and correction of charts and sailing directions. Use of all hydrographic publications supplied to H.M. ships. System of lights, buoyage and fog signals. Duties of officer of the watch at sea. Writing up the log. Rule of the road.

(*b*) Fixing by all methods.

(*c*) The track of the ship and avoidance of dangers in pilotage waters. Navigation in fog. Anchoring in a pre-determined position. Conning the ship.

(*d*) General knowledge of all navigational instruments in use in H.M. ships, including the measurement of angles by sextant. (4 days.)

Examination.

General paper to cover all sections, 2 hours. Fixing paper, ½ hour. (½ day.)

NAVIGATION AND PILOTAGE.—PART II.

Syllabus.

Astronomical Navigation.—The sextant. Amplitudes, Azimuths, times of rising and setting and geographical position of heavenly bodies. Position lines and circles of position. Fixing position by sun, moon and stars (including new navigation method). Methods of finding stars. Correcting bearings for convergency. (5 days.)

Meteorology.—Synoptic system of weather forecasting and weather analysis. The seven primary forms of isobars. Revolving storms—indications of approach, weather to be expected and rules for avoiding. Fog. Ice. Meteorological Pilot, wind and current charts. (1 day.)

Surveying.—The principles of a triangulated survey. Theodolite. Landing compass. Measuring a base. Extending the base by triangulation to the long side. Secondary stations and marks. Brief description of method of putting in topography. Setting up tide pole. Reducing soundings to datum. Plotting sheet, field boards, collector tracing and fair chart. (2 days.)

Tides.—To find times and heights of H.W. and L.W. at intermediate times at ports using tidal constants, both harmonic and non-harmonic. (1½ days.)

Ship and Fleet Work.—Principles of handling a fleet by equal speed, forming and disposing and stationing signals. To moor on a ship already anchored using mooring board. Inverting the line. (1 day.)

Examination.

General paper to cover the following sections :—

Meteorology, Surveying, Tides and Ship and Fleet Work, 2 hours.
Astronomical Navigation paper, 1 hour. (½ day.)

Certificates.—On completion of each part officers will be awarded a 1st, 2nd or 3rd class certificate or will be failed. 80 per cent. of the total marks will be required for a 1st class certificate, 65 per cent. for a 2nd class certificate and 50 per cent. for a 3rd class certificate.

After passing both Parts I. and II., officers will be qualified in Navigation and pilotage.

(3) *Requalifying Course.*—The syllabus and examination are the same as for the qualifying course (Parts I. and II.).

(4) *Captains and Commanders.*—(Article **231.**)

A one week's course which will be arranged at any time the officers apply to undergo the course.

VI.

Digitized by Google

VII.—*Mine Sweeping.*

Course to last 14 days, *i.e.*, 11 working days.
Sea Training to be carried out in a T.S.M.S.

Sub-Section I.

Duties of Sweeping Officer.

(*a*) Sound knowledge of " A " and " O " sweeps, with advantages and disadvantages of each.
(*b*) Knowledge and use of the bottom sweep.
(*c*) Knowledge of bow defence gear.
(*d*) Must be capable of carrying out the duties of officer in charge of sweep. This includes knowledge of how to reeve and prepare sweeps preparatory to sweeping.
(*e*) Use and rigging of dan buoys.

Sub-Section II.

Duties of Officer of the Watch on bridge whilst sweeping.

(*f*) A knowledge of station keeping and a full appreciation of its importance.
(*g*) Fair knowledge of the Auxiliary Vessel's Signal Book, altering course signals, Service signal procedure, including O.O.W. signals.

Sub-Section III.

(*h*) Sound knowledge of what text-books there are on minesweeping, and where to find instructions regarding such matters as :—
Clearing sweeps.
Duties of 1st Lieutenant.
Adjustment of Otter slings.
Establishment of minesweeping stores.
Dip of mines.
(*i*) To know when the following are used and the general principles of :—
Searching sweep.
Clearing sweep.
Convoy sweep.
Skimming sweep.
(*k*) What a clearing sweep is and general principles on which it is conducted with " A " and " O " sweeps, and the use of mark boats and dan buoys.
(*l*) Procedure when the sweep parts.
(*m*) Possibilities and limitations of night sweeping.
(*n*) Fair knowledge *re* dip of mines and necessity of allowing for this, and for state of tide, on kite wire.
(*o*) What is confidential in minesweeping and what is not.

NOTE.—(i) Officers will receive practical instruction in minesweeping, both by day and night, and will also be given a course of lectures.
(ii) Those R.N.V.R. officers who wish to qualify for (MS) must further obtain a certificate from the Senior Officer of the instructional unit that they are capable of taking charge on the bridge during sweeping operations. (*See* also Article 232, clause 1, note.)

VIII.

IX.

Divisional Courses (20 days).—*See* Article 231.

Digitized by Google

X.

P. and R.T. Courses (42 days).—*See* Article **231.**

APPENDIX C.

SYLLABUS OF TRAINING.

R.N.V.R. Men.

I. *Gunnery.*

1. *Qualifying Course for S.G.*

The Course is divided into four parts covering 56 days. Candidates must have completed a Musketry Course at R.N.V.R. Headquarters before presenting themselves for Part I. Part I. must be taken first; Parts II., III. and IV. may be taken in any order. Men able to take more than one part during one year may do so.

An examination is held at the end of each subject. Candidates will be passed or failed, 65 per cent. being required to pass. On passing all parts, candidates will be rated S.G.

Course by arrangement at one of the Gunnery Schools.

PART I.

Qualification in Branch.

	Length of Course. Working Days.	*Marks.*
Gun Drill	3	100
Stripping	2½	50
Fire Control	2½	50
Shooting Appliances	1	—
Firings	1	—
	10	200

PART II.

*Shooting, Instructional Appliances	1	—
Fire Control	5	100
Director and Sighting	2	50
Firings	2	—
	10	150

PART III.

Field Training	5	100
Machine Gun	2	40
Ammunition	3	60
	10	200

---

* Half an hour each day during Fire Control and Director will also be devoted to Shooting, Instructional Appliances.

Digitized by Google

PART IV.

Hydraulics	5	100
Turret Drill	5	100
	10	200

2. *Requalifying S.G. Course.*

This course will be divided into two parts lasting two weeks (10 working days) each as follows :—

First Part.

Gun Drill	2 days	150 marks.
Stripping	2 days	100 marks.
Hydraulics	3 days	100 marks.
Turret Drill	3 days	150 marks.

Second Part.

Field Training	2 days	200 marks.
Machine Gun	1 day	—
Ammunition	2 days	100 marks.
Fire Control	3 days	100 marks.
Director	1 day	—
Firings	1 day	—

NOTE.—Both parts can be taken at one time if desired.

Candidates will be passed or failed, 65 per cent. being required to pass.

Examination is held at the end of each subject.

Course by arrangement at one of the Gunnery Schools.

3. *Qualifying G.L.2 Course.*

To be eligible for this course, a man must hold the rating of S.G. and be recommended.

Before commencing the course, candidates will be required to pass the eyesight tests laid down for similar ratings, R.N.

The full R.N. course of 40 working days is to be taken in two courses of 20 working days each in consecutive years.

A four weeks' course consisting of :—

Part I.—

Gun Drill	6 days.
Stripping	6 ,,
Shooting Appliances	4 ,,
Fire Control	2 ,,
Firings	1 day.
Examination	1 ,,
Total working days	20

A four weeks' course consisting of :—

Part II.—

Ammunition	2 days.
*Stripping and Gun Drill	3 ,,
Rangefinder	1 day.
Shooting Appliances	4 days.
Fire Control	2 ,,
H.A. Gun Control	2 ,,
Sighting	2 ,,
Firings	2 ,,
Examination	2 ,,
Total working days	20

Digitized by Google

On passing both parts candidates will be rated G.L.2.

Candidates will be passed or failed, 65 per cent., and a "satisfactory" assessment for shooting being required to pass.

There will be no examination in subjects marked * in Part II. of the course.

4. *Requalifying G.L.2 Course.*

Before commencing the course, candidates will be required to pass the requalifying eyesight test laid down for similar ratings, R.N.

A four weeks' course consisting of:—

Shooting Instructional Appliances	4 days.
Fire Control, practical	2 ,,
H.A. Gun Control	1 day.
Ammunition	1 ,,
Sights, practical	1 ,,
Firing	1 ,,
Gun Drill and Stripping	8 days.
Examination	2 ,,
Total working days	20

Examination will be held at the end of each subject.

Candidates will be passed or failed; 65 per cent. and a "satisfactory" assessment for shooting being required to pass.

Course will be held by arrangement in H.M.S. "Excellent."

G.L.2s will be required to requalify in each period of service.

5. *Voluntary Courses.*

A two weeks' course as laid down for qualification in branch for R.N.V.R. men (para. (1)).

6. *Ordnance Artificers, R.N.V.R.*

(14 days' training at sea.)

To be performed in 1st year of service.

During this period, Ordnance Artificers are to be given a practical workshop examination and should satisfy the Examining Officer that they have sufficient knowledge to carry out the duties of Ordnance Artificers, 4th Class; a knowledge of hydraulics or an intimate knowledge of service instruments will not be required.

7. *Petty Officers R.N.V.R. requalifying in G.*

A two weeks' course consisting of:—

Ammunition	1 day.
Rangefinder	½ ,,
Shooting, Instructional Appliances	½ ,,
Fire Control	2½ days.
High Angle	½ day.
General Gunnery	1 ,,
Director	2 days.
Firings	1 day.
Examination	1 ,,
Total working days	10

Candidates will be passed or failed, 65 per cent. being required to requalify.

Course will be held by arrangement in one of the Gunnery Schools.

8. *Qualifying Course for Rangetakers (25 Days).*

To be eligible for this Course, a man must hold the rating of S.G. and be recommended.

Candidates must have passed the eyesight test for rangetakers.

Digitized by Google

	Length of Course (Working Days).	*Marks.*
Rangefinder	15	—
Silhouettes of Foreign Ships ..	—	50
Knowledge of R.F.s and Mountings	—	200
Testing and Removal of Errors..	—	100
Daily Observations	—	—
School Course	2	50
Examination	1	—
	18	400

65 per cent. is required to qualify, and an assessment of 80 per cent. in daily observations.

9. *Requalifying Course for Rangetakers* (5 *Days*).

Candidates must have passed the eyesight test for rangetakers before commencing the course.

	Length of Course. (Working Days).	*Marks.*
Rangefinder	5	—
Knowledge of R.F. Mountings ..	—	200
Testing and Removal of Errors..	—	100
	5	300

65 per cent. is required to requalify, and an assessment of 80 per cent. in daily observations.

II.—Torpedo.

1. *Selection.*—Suitable men will be selected by the Commanding Officers of Divisions.

2. *Qualification in Branch.*—(*a*) Torpedo is to be divided into two sections : (i) High Power and Searchlights ; (ii) Low Power, Mining and P.V.s.

(*b*) To " qualify in branch " a man need only pass in one section, but may pass in both.

(*c*) On passing, his history sheet is to be noted " Qualified (T) H.P. and S.L." and/or " Qualified (T) L.P., M. and P.V.s."

(*d*) A man must requalify in the section, in which he has already qualified, in each period of service, or qualify in the other section. The requalifying course of either section will be the same as the qualifying course.

(*e*) Each section will consist of a two weeks' course (10 working days), including examination, in the Torpedo School.

(*f*) Candidates will be passed or failed.

3. *Qualifying for S.T.*—When qualified in both sections a man will be rated S.T. without further examination, and a notation, " Qualified S.T.," is to be entered on his history sheet by the Torpedo School.

4. A S.T. is to requalify for S.T. or qualify for L.T.O. in each period of service subsequent to that in which he qualified for S.T.

5. The requalifying course for S.T. will be a two weeks' course.

6. *Selection for L.T.O.*—Candidates for L.T.O. must be fully qualified S.T.s, and must be recommended by " Vernon " and by their Headquarters. They must further pass the standard L.T.O. examination in school subjects, the papers being set and corrected by the Torpedo School. This school examination will be held twice a year in the various Headquarters under the supervision of the Officer Commanding the Headquarters. Candidates who

Digitized by Google

are fully eligible and recommended will be selected by the Officer Commanding their Headquarters to undergo the course for L.T.O. in the Torpedo School.

Before any class commences in the Torpedo School the Service Certificates and History Sheets of the selected candidates are to be forwarded to the Captain of the Torpedo School for his concurrence.

7. *Qualifying for L.T.O.*—The course will be entirely electrical, and will be the regular service course of 22 working days (four weeks) including examination, in the Torpedo School. This may be taken in two periods of two weeks each, one period consisting of High Power and the other of Low Power, or the course may be taken in one period of four weeks. The standard required will be the same as for regular L.T.O.

L.T.O.s qualifying will do no Mining.

8. A L.T.O. must qualify in each period of service.

9. *Requalifying for L.T.O.*—An Electrical course of 2 weeks' duration will be held in the Torpedo School.

R.N.V.R. Electrical Artificers.

10. A candidate for Acting E.A., 4th class, must be over 21 and less than 29 years of age, and have five years' practical experience as Fitter and Turner or Instrument Maker (including apprentice time) and must have been employed on electrical work, in addition to satisfactory recommendations from his employer. Before entering any man as Acting E.A., 4th class, trade references on Form B. 201 must be obtained from employers, and candidates must undergo the usual examination in Arithmetic—vulgar and decimal fractions (simple fractions only)—Dictation and Reading. Sixth standard as laid down in the directions for recruiting regular E.A.s.

The questions on Form B. 219 should also be filled in by the candidate.

In the case of men who are recommended for entry as Acting E.A., 4th class, their entry Forms B. 201 and B. 219, together with their worked School papers, should be forwarded to the Captain of the Torpedo School for his concurrence before the man is entered.

11. Acting E.A.s, 4th class, are to perform 14 days' training at sea during their first year of service. During this 14-day period they are to be given a practical workshop examination as Fitter and Turner or Instrument Maker and are to satisfy the Examining Officer (the Torpedo Lieutenant) that they have an adequate knowledge of Electrical Machinery to perform the duties of E.A., 4th class (Electrical). A Certificate to this effect, signed by the Torpedo Lieutenant and the Captain of the Ship, is to be attached to the man's certificate. The man is then eligible to be confirmed E.A., 4th class, by the Officer Commanding his Headquarters. If the man is not considered worthy of this certificate, the Officer Commanding his Headquarters is to be informed by letter, from the Captain of the ship in which the sea training took place. Failing this Certificate, an Acting E.A., 4th class, is to lose his rating, but may be entered again as Acting E.A., 4th class, after one year from the date of completing his sea training. A second failure to be final. An intimate knowledge of service instruments and machinery will not be required. E.A.s will, in addition, undergo a 14 days' course of workshop instruction on electrical repairs, care and maintenance, in a Torpedo School, once in every four years.

S.T.'s, L.T.O.'s, and E.A.'s Numbers.

12. The R.N.V.R. authorities will be responsible that the numbers of these ratings borne do not exceed the numbers allowed.

Digitized by Google

DRAFTING TO TORPEDO SCHOOLS FOR COURSES.

13. Each type of course should consist of not less than six men.

Qualifying S.T.

Section.	*Length (Working Days).*
High power and searchlights	10
Low power, mining and P.V.s	10

65 per cent. required to pass in each section.

Requalifying S.T.

Subject.	*Length (Working Days).*
Electrical	5
Mining and P.V.s	4
Examination	1
Total	10

65 per cent. required to qualify.
50 per cent. required in each subject.

L.T.O.s Qualifying.

Subject.	
School	—
Electrical	10
High Power	—
Examination	1
Electrical	10
Low Power	—
Examination	1
Total	22

60 per cent. required to qualify in each subject, H.P. and L.P.
50 per cent. required in each practical examination.
70 per cent. required to qualify in School.
65 per cent. aggregate required to qualify.

L.T.O.s Requalifying.

Electrical, H.P.	4
Electrical, L.P.	5
Examination	1
Total	10

60 per cent. aggregate required to qualify.
50 per cent. required in each subject.

14. *Petty Officers R.N.V.R. requalifying in T.*

A two weeks' course consisting of :—

Electrical	5 days.
Mining	3 ,,
Paravanes	1 day.
Examination	1 ,,
Total	10

65 per cent. aggregate required to requalify; 50 per cent. required in each subject.

Digitized by Google

15. *Voluntary Course in Whitehead.*—To be eligible for this course, a man must hold the non-substantive rating of S.T.

The course will be of 28 days' duration and will be divided into two parts, which can be taken separately or together, as desired. It is designed to impart a general knowledge of the uses of the various parts of the torpedo (up to 21 in., Mark IV), of torpedo tubes and of the apparatus and terms used in torpedo control, and to enable ratings to perform the following :—

(i) Take any number except T.G.M. at a submerged and above-water tube.
(ii) Adjust torpedo for speed, depth, gyro angle, ignition, variable oil nozzle and starting position.
(iii) Oil tail and fill oil and other bottles.
(iv) Select tools and gear required in connection with the above.
(v) Carry out the duties of S.T. of a picking-up boat.

The syllabus will be as follows :—

Part I.	*Days.*	
Lecture on general description of Torpedo, Pistols, Heads	1	
,, Air Vessel, Cold Air Leads, Depth Gear ..	1	*See*
,, Heater Systems	1	Note.
,, Engines and Tails	1	
,, Discharge arrangements	1	

NOTE.—Examination of actual gear and demonstrations by means of models in the afternoon following the lecture.

Torpedo adjustments—A.W. tube drill	1
Gyros, gyro angle setting, placing gyro in torpedo ..	1
Submerged tube drill	1
Elementary torpedo control, director and deflection sights, simple use of T.C. disc	1
Examination (Part I.) (60 per cent. of marks will be required for a pass)	1
Total working days	10

Part II.	*Days.*
Resumé of Part I.	1
Preparing torpedoes for running	1
Torpedo running from Destroyer	2
Tail gearing and parting torpedoes	1
Air service, stowage and transport	1
Care and maintenance routine, fitting pistols and primers	1
Submerged tube drill	1
Torpedo control and firing appliances—uses and methods of working	1
Examination (Part II.) (60 per cent. will be required to pass)	1
Total working days	10

Ratings who have undergone the course and passed the examination in Whitehead will be referred to as " ' S.T.' (qualified in Whitehead)."

III.—SIGNALS.

(*a*) *Qualification in Branch.*

Training (42 days' training in four years).

Twenty drills at Headquarters. Elementary practical signalling.

First 14 days' training in a fully commissioned ship at sea where they will have access to all signal books, but during which period they will be

Digitized by Google

accustoming themselves to life in a ship, and will commence to study the signal books.

After the first 14 days' training, about one year elapses (during which period drills at Headquarters continue—

40 in first year,
24 in subsequent years,

for a period of four years), when men will train at practical signalling, viz. :—

Semaphore.
Flashing.
Buzzer.
V/S Instructions.
Boats' Signal Book.
International Code.
Allied Signal Manual.

Second 14 days' training is carried out at the Signal School, Portsmouth. It is during this period of training that a man has opportunity for instruction in the Signal Manual, Fleet Code and Coding Instructions, and the two weeks will be devoted to covering the basic principles of these books. At the expiration of this course ratings are examined for " Qualification in Branch."

Syllabus of Course for Signalmen R.N.V.R., qualifying in Branch (vide *Article* **156**).

First week.

General contents of Signal Books.
Principal definitions.
Colours and principal significations of Naval flags and pendants.
Principal distinguishing signals, Fleet numbers, and their uses.
Organisation of a Fleet.
Manœuvring signals.
Distinguishing lights, position lights, speed and helm signals.

Second week.

Auxiliary Vessel's Signal Book.
Boats' Signal Book.
International Code.
General rules for V/S in a Fleet.
Instructions for signalling by Flags.
Instructions for signalling by Semaphore.
Instructions for signalling by Flashing.
Examination.

NOTE.—Semaphore (mechanical and hand flags), Flashing and Buzzer once daily. Morse flag twice a week.

Examination.

Subject.	*Rate.*	*Marks allowed.*	*Percentage required to pass.*
Semaphore—			
Mechanical } reading ..	12 w.p.m.	100	90
Hand flags } reading ..	16 w.p.m.	100	90
Mechanical } making ..	—	50	90
Hand flags } making ..	—	50	90
Flashing—			
Reading	8 w.p.m.	100	90
Making	—	50	80
Morse Flag—			
Reading	8 w.p.m.	100	88
Making	—	50	80

Digitized by Google

Examination.

Subject.	*Rate.*	*Marks allowed.*	*Percentage required to pass.*
Buzzer—			
Reading	10 w.p.m.	100	85
Making	—	50	80
Paper	—	200	80
Oral	—	100	80

NOTE.—Ratings who fail to pass this examination may be removed from the Signal branch at the discretion of the Commanding Officers of the Divisions.

Third 14 days' training. After a period of about one year. Training in every branch of a signalman's duties carried out in a fully commissioned ship at sea.

(*b*) *Voluntary Courses for Signal Ratings* :—

Syllabus of Course for Signalmen, R.N.V.R., qualifying for Leading Signalman, R.N.V.R., and Leading Signalmen, R.N.V.R., qualifying for Yeoman of Signals, R.N.V.R.

PART "A"†.

First week.

General contents of Signal Books.
Definitions.
Significations of Naval flags and pendants.
General arrangement of Fleet Code, Vol. I.
Distinguishing signals, Fleet numbers and their uses.
Instructions for the conduct of a Fleet.
Instructions for the conduct of signalling.
Manœuvring signals.

Second week.

General rules for V/S in a Fleet.
Instructions for signalling by Flags.
Instructions for signalling by Semaphore.
Instructions for signalling by Morse.
Instructions for signalling by Flashing.
Instructions for signalling by Sound.

PART "B"†.

Third week.

Signals to be made or displayed on certain occasions.
Drafting and despatch of messages.
Enemy reports.
Distress messages.
Coding Instructions.
Practical coding and decoding.

Fourth week.

Auxiliary Vessel's Signal Book.
Boats' Signal Book.
International Code.
Allied Signal Manual.
Instructions as to wearing of Ensigns and Jacks.

NOTES.—(i) This course is for ratings wishing to qualify for higher rating during peace. During war, ratings will be required to reach the same standard as active service ratings.

†(ii) Ratings unable to attend the full course of four weeks may take the course in two parts ("A" and "B") of two weeks each, an examination in the subjects taken being held at the conclusion of each part, to be of the same standard as that laid down for the full course.

Digitized by Google

(iii) Semaphore (mechanical and hand flags), Flashing and Buzzer once daily. Morse flag twice a week.

Examination.

Subject.	*Passing for Leading Signalman.*		*Passing for Yeoman of Signals.*	
	Marks allowed.	*Percentage required to pass.*	*Marks allowed.*	*Percentage required to pass.*
Semaphore—				
Mechanical ..	100	96	100	98
Hand flags	100	96	100	98
Flashing	100	94	100	97
Buzzer	100	85	100	90
Morse flag	100	96	100	96
Part "A"	200	80	200	85
Part "B"	200	80	200	85
Oral	100	80	100	85

(*c*) *Chief Yeoman of Signals and Yeoman of Signals, R.N.V.R., Qualifications for rank of Signal Boatswain, R.N.V.R.*

(1) Candidates of the rating of Chief Yeoman of Signals and Yeoman of Signals, R.N.V.R., wishing to qualify for the rank of Signal Boatswain, R.N.V.R., should previously have passed the standard examination for the rating of Yeoman of Signals, R.N., at the Signal School, Portsmouth (*see* Signal Training Instructions).

(2) Candidates will be required to have embarked in a battleship of the Home Fleet for a Spring cruise. While so embarked, they are to be given practical instruction in the working of all branches of the department, *e.g.* :—

Duties of Yeoman of the Watch.
Duties of Yeoman of the Signal Distributing Office.
Duties of Yeoman in charge of stores and cleanliness of the department.
Duties of Divisional Yeoman.

These duties are to be performed under the supervision of the Yeoman of Signals, R.N., in charge of the duty mentioned.

(3) Subsequently, if recommended by the Commanding Officer of the ship in which they have embarked, they will be required to attend a course of six weeks at the Signal School, Portsmouth, syllabus of which course is given below.

Syllabus of Course for Chief Yeoman of Signals, and Yeoman of Signals, R.N.V.R., Qualifying for Signal Boatswain, R.N.V.R.

First week.

Instructions for the use of the Fleet Code.
Definitions.
Significations of Naval flags and pendants.
Distinguishing signals, Fleet numbers and their uses.
Organisation of a Fleet.
Instructions for the conduct of a Fleet.
Instructions for the conduct of Signalling.
Manœuvring signals.

Second week.

General rules for V/S in a Fleet.
Instructions for signalling by Flags.
Instructions for signalling by Semaphore
Instructions for signalling by Morse.
Instructions for signalling by Flashing.
Instructions for signalling by Sound.

Digitized by Google

Third week.

Fleet Codes and Appendices.
Instructions for distribution of gunfire signals.
Special signals to be made or displayed on certain occasions.
General Instructions. (Signal Manual.)
Drafting and despatch of messages.
Enemy reports.
Distress messages.
Coding Instructions.
Practical coding and decoding.

Fourth week.

Auxiliary Vessel's Signal Book.
Boats' Signal Book.
International Code.
Organisation of the Signal Department.
King's Regulations and Admiralty Instructions, Chapter II.

Fifth week.

Matériel.
Examination.

NOTES.—(i) Semaphore (mechanical and hand flags) once daily.
(ii) Morse flag twice a week.
(iii) Practical work at flashing and sound model once a week.
(iv) Buzzer to be read once daily throughout the *whole* course.
(v) Exercise flag signalling as on active service for ¾ hour two days a week.
(vi) Exercise directional flashing procedure for ¾ hour one day a week.
(vii) Marching manœuvres ½ hour daily.
(viii) Standard flashing exercise to be read according to percentage obtained during the previous week.

Sixth week.

Salient features of Naval W/T procedure.
Methods of handling W/T traffic.
W/T organisation ashore and afloat.
Names and uses of the principal W/T transmitting and receiving instruments in certain typical sets.
Practical W/T procedure.
W/T examination.

Examination.

Subject.	*Marks.*	*Percentage required to pass.*
Semaphore—		
Mechanical	100	98
Hand flags	100	98
Morse flag	100	96
Flashing	100	97
Buzzer	100	85
Part "A"	200	85
Part "B"	100	85
Part "C"	200	85
Part "D"	100	85
Ability to take charge of a class at marching manœuvres	50	90
Ability to take charge when signal exercise is being conducted as on active service ..	50	90

Digitized by Google

Part " A."—A paper consisting of about 20 questions from Parts I. and II., III. and IV. (*See* Syllabus of Examination of Signal Ratings.)

Part "B."—Practical coding and decoding. (*See* Syllabus of Examination of Signal Ratings.)

Part " *C.*"—Oral and material examination. (*See* Syllabus of Examination of Signal Ratings.)

Part " *D.*"—W/T paper, similar to Part VII. (*See* Syllabus of Examination of Signal Ratings.)

IV.—Wireless Telegraphy.

(1) Ordinary Seamen allocated to the Telegraphist Branch will be rated Ordinary Telegraphist in accordance with R.N.V.R. Regulations, Article **160**, but should commence elementary W/T training at once, *i.e.*, in sending and receiving the Morse Code and in procedure. They should be loaned the Admiralty W/T Handbook for home study.

(2) *First Training Period* (14 days at sea).—Will spend as much time as possible in a cabinet in order to apply their knowledge of Morse to practical operating. At least two days' instruction in coding and in the signal book should be given.

Headquarters Drills.

(*a*) *Technical.*—Elementary spark theory ; starting up spark set ; reception, theory and practical with crystal set ; elementary arc theory ; starting up arc set ; valve reception, elementary theory ; practical valve reception ; valve transmission, elementary theory.

(*b*) *W/T Organisation.*—Methods of handling W/T messages. W/T guards system.

(*c*) *Procedure.*—Morse code, principal single letter procedure signals, practical procedure exercises ; standard buzzer exercises.

Note.—Periods of Naval training should not be separated by more than two years.

(3) *Second Training Period.*—Headquarter drills as in (2).

A two weeks' course at the Signal School after a man has been rated Telegraphist. The passing of this course will be regarded as qualification in the W/T branch.

Syllabus.

Theory.

Inductance and capacity.
Transformers.
Oscillatory circuits.
Charging circuits.
Receiving circuits.
Valves, transmitting and receiving (no proofs required).

Practical.

General instruction at certain typical service sets.

Organisation.

Outline of W/T organisation.

Procedure.

Revise W/T procedure.
Note.—Standard buzzer exercise to be read daily.

Digitized by Google

Examination.

Subject.	*Marks allowed.*	*Percentage required to pass.*
Buzzer (receiving and transmitting) Standard rate..	100	75
Paper	100	75
Oral and practical	100	70

NOTE.—Men who fail to pass this examination or who are considered unsuitable at any time during the first three periods of training may be removed from the W/T branch, at the discretion of the Commanding Officers of the Divisions.

(4) *Third Training Period* (14 days' seagoing).—To keep watch in a cabinet under a good operator, and finally before leaving, to keep watch alone.

(5) *Voluntary Four Weeks' W/T Course.*—Open only to men who have qualified in W/T as above and have either re-enrolled for their second period of service or, if in the last year of their first enrolment, have signed an undertaking to re-enrol as from the date of expiry of their existing enrolment. The course will be followed by an examination, on passing which Telegraphists will be eligible for advancement to Leading Telegraphist.

Syllabus.

Theory.

Outline knowledge of the propagation of wave motion.
Inductance and capacity and their practical application in parallel and series.
Resonance.
Alternators.
Rotary converters.
Acceptor and rejector circuits.
Oscillatory spark circuits.
Frequency.
Wave length.
Charging of circuits.
Transformers.
General description of service spark sets.
Receiving circuits.
The Poulsen arc.
Service arc installations.
General principles of valve transmission.
Certain service valve transmitting sets.

Practical.

A good working knowledge of certain typical service sets.

Organisation.

Outline of W/T organisation ashore and afloat and methods of handling W/T traffic in peace and war.

Procedure.

Naval and Commercial procedure, omitting fire control procedure.

NOTE.—Standard buzzer exercise to be read daily.

Ratings unable to attend the full course of four weeks may take the course in two parts (" A " and " B ") of two weeks each, an examination in the subjects taken being held at the conclusion of each part, to be of the same standard as that laid down for the full course.

Digitized by Google

Part "A."

Theory.

As above, omitting valve transmission and service valve transmitting sets.

Practical.

A working knowledge of certain typical service spark and arc sets, and service receiving sets.

Organisation.

A modified syllabus to include the following :—

Methods of handling W/T traffic.
Use of W/T in peace and war.
W/T silence.
Organisation of W/T guards.

Procedure.

Naval procedure.

Part "B."

Remainder of course not included in Part " A."
General revision.

Examination.

Subject.	*Marks allowed.*	*Percentage required to pass.*
Buzzer, receiving	100	80
Buzzer, transmitting	100	75
Paper (theory)	200	65
Paper (procedure and organisation) ..	100	65
Oral	100	75
Practical procedure	100	70

(6) *Course for Leading Telegraphists, R.N.V.R., qualifying for Petty Officer Telegraphists, R.N.V.R.*—Candidates wishing to qualify for Petty Officer Telegraphist, R.N.V.R., will be required, after 2 years' service as Leading Telegraphist, R.N.V.R., to undergo at their Headquarters a modified provisional examination for Pettty Officer Telegraphist, to be arranged by the W/T Officer on the staff of the Admiral Commanding.

On passing the provisional examination, they will be eligible to attend a four weeks' course at H.M. Signal School, Portsmouth, as follows :—

Syllabus.

As for course in (5), but a more detailed knowledge will be required.

Ratings unable to attend the full course of four weeks may take the course in two parts (" A " and " B "), as for course in (5).

Examination.

Subject.	*Marks allowed.*	*Percentage required to pass.*
Buzzer, receiving, standard rate	100	90
Buzzer, transmitting, standard rate ..	100	85
Paper (theory)	200	70
Paper (procedure and organisation) ..	100	80
Oral	100	80
Practical procedure	100	80

(7) *Course for Leading Telegraphists and Petty Officer Telegraphists, R.N.V.R., qualifying for Warrant Telegraphist, R.N.V.R.*—Candidates wishing to pass for Warrant Telegraphist, R.N.V.R., will be required

Digitized by Google

to produce a certificate as having passed Grade I. of the City and Guilds of London Institute's examination in " Radio Communication." They will be required to embark in a battleship of the Home Fleet for a Spring cruise. While so embarked they are to be given instruction on similar lines to that for candidates for Petty Officer Telegraphist, R.N.V.R. (*vide* Article **177,** clause (2)).

Subsequently, if recommended for promotion by the Commanding Officer of the ship in which they have been embarked, they will be required to attend a four weeks' course at H.M. Signal School, Portsmouth, as follows :—

Syllabus.

As for course in (5), but a thorough knowledge will be required. Instruction in coding is to be included.

Examination.

Subject.	*Marks allowed.*	*Percentage required to pass.*
Buzzer, receiving, standard rate	100	95
Buzzer, transmitting, standard rate ..	100	95
W/T, theory and technical (transmitting and receiving installations)	200	80
Organisation paper	100	80
Coding	100	70
Procedure paper	100	80
Practical procedure	100	80

V.

VI.—MINE SWEEPING.

Course to last 10 working days.

Sea Training to be carried out in Trawlers.

1st Day.

A.M. Lecture.—" A " Sweeping gear. Passing sweep. Sighting sweep, etc.

P.M. Visit Trawler.—Reeve Gear.

2nd Day.

A.M. and P.M. Sea.—Pass sweep, sight sweep. Vessels working in pairs.

3rd Day.

A.M. and P.M. Sea.—Pass sweep, sight sweep, etc., vessels working three or more abreast.

4th Day.

A.M. and P.M. Sea.—Clear an area using " A " Sweep. Dummy mines to be laid if possible. Dan-laying vessels or mark boats to be employed.

5th Day.

A.M. Lecture.—Bottom Sweep.

P.M. Visit Trawler.—Reeve gear.

6th Day.

A.M. and P.M. Sea.—Bottom sweep. Passing and sighting sweeps. Procedure when sweep parts.

Digitized by Google

7th Day.
A.M. Lecture.—Oropesa Sweep.
P.M. Visit Trawler.—Reeve gear.

8th Day.
A.M. and P.M. Sea.—Oropesa Sweep.

9th Day.
A.M. and P M. Sea. Clear an area using Oropesa Sweep. Dummy mines to be laid if possible. Dan-laying vessels or mark boats to be employed.

10th Day.
A.M. Sea.—Practical demonstration of method of rigging and dropping a dan-buoy.
P.M. Lecture.—General revision.

VII.—Accountant Duties.

Writers.

Divisional Headquarters.

(1) Theoretical instruction in the subject matter set out in—
(*a*) Chapters XLIV., XLV., XLVI., XLVII., XLVIII., XLIX., XXIII., King's Regulations and Admiralty Instructions.
(*b*) Fleet Orders relating to Pay and Pay Accounts of the Naval Service. It is the duty of the Writer borne on the Permanent Staff of the Divisional Headquarters to impart the above instruction and to amplify it as far as possible by practical illustration.

(2) Typewriting.

Afloat.

Practical instruction in the Ships' Office in the subjects covered by (1) (*a*) and (*b*) above.

VIII.

IX.—Petty Officers Course.

The courses are carried out in R.N. Barracks at the three Home Ports and not in any specific instructional establishment since it is undesirable that instruction in these subjects should come to be regarded as the province of any particular technical school.

The syllabus consists partly of lectures and partly of drill.

(*a*) The Lectures deal primarily with the following subjects :—Discipline, Esprit de Corps, and Leadership ; Duties and Responsibilities of Petty Officers ; King's Regulations, their purpose and application ; Naval Traditions and Customs ; Naval History as illustrating the application of Naval Traditions and importance of fighting morale ; Naval Uniform, Evolution of the Seaman, Trade and its connection with the Navy, Elementary Finance and kindred subjects are touched upon ;

(*b*) The Drill syllabus consists of Field Exercises and P. and R.T. and forms a very important part of the course. It is designed to

Digitized by Google

bring out the practical side of subjects dealt with in the lectures, and aims primarily at giving practice in the exercise of command.

This course may be taken by Chief and Petty Officers of the Seaman and Communications Branches only.

Course lasts approximately 38 days.

APPENDIX D.

REGULATION KIT.

The regulation kit for each member of the Royal Naval Volunteer Reserve is as follows :—

Chief Petty Officers, Petty Officers with one year's mobilised service as Petty Officer and confirmed in the rating, and men not dressed as Seamen.

1 pair of blue cloth trousers.
1 long jacket, double-breasted, cloth.
1 cloth waistcoat.
1 blue jersey.
†2 flannels.
1 cap and badge.
2 cap covers, white.
1 pair of braces.
1 black silk necktie.
1 pair boots.
1 bag, seaman's.
*Blue serge working dress—1 long jacket, single-breasted, serge; 1 serge waistcoat; 1 pair serge trousers.
2 tunics, drill.
2 pairs trousers, drill or duck.
Distinguishing badges for jackets.

Men dressed as Seamen.

1 pair blue serge trousers. } No. 1 dress.
1 blue serge jumper. }
1 blue jersey.
2 blue jean collars.
2 flannels.
§ 1 cap and 2 cap ribbons.
1 duck cap.
†† 1 knife and lanyard.
1 black silk handkerchief.
1 pair boots.
1 bag, seaman's.
1 blue serge jumper. } Blue serge working dress.
1 pair blue serge trousers. }
2 duck jumpers. } White working dress.*
2 pairs trousers, duck. }
Distinguishing badges for jumpers.
Seamanship Manual, Vol. I. (issued on entry to Seaman Ratings only).
1 waist belt.

(2) The following articles will be lent to each rating when embarked from the stocks kept in H.M. Ships :—

1 hammock, with clews and lanyards.
1 bed.
1 blanket.
1 bedcover.
1 oilskin suit (to be issued on loan, if and when necessary, from the stocks kept in H.M. Ships for issue on loan to men on exposed duties, etc.).
1 waterproof coat (oilskin) may be issued *on loan*, as necessary, to men embarked during the winter months.

---

* A blue jean working suit may be issued on loan in H.M. Ships and Training Establishments to all Engine Room and Artisan ratings while under training.

† Men not dressed as Seamen have the option of taking up two white shirts and three stiff white collars in lieu of two flannels allowed.

†† The knife is compulsory in the kit of Seaman Branch Ratings only.

§ A cap ribbon bearing the name of the ship in which the man is embarked for training is also to be supplied gratuitously on every occasion of embarkation. The R.N.V.R. ribbon is to be worn while under training in the Depots and Shore Establishments.

Digitized by Google

(3) *Uniform for Bandmaster (C.P.O.).*

1 blue serge tunic with gilt crown and anchor pattern buttons and brass lettering R.N.V.R. on shoulder straps.
1 pair blue serge trousers with ¼ in. red piping in the outside seams.
1 peak cap.
1 cap badge, gold, Pattern 48.
2 cap covers.
1 pair half boots.
Distinguishing badges—as laid down in Article **48**.

Uniform for Assistant Bandmaster, Band Corporal, and Bandsman.

1 blue serge tunic with brass crown and anchor pattern buttons and brass lettering R.N.V.R. on shoulder straps.
1 pair blue serge trousers with ¼ in. red piping in the outside seams.
1 peak cap.
1 cap badge, red, Pattern 52.
2 cap covers.
1 pair half boots.
Distinguishing badges and badges of rating as laid down in Article **49**.

(4) For kit arrangements on mobilisation for war, *see* Article **46**.

(5) A stock of web leggings, on the basis (as a maximum) of 50 per cent. of the numbers borne, is to be kept in each R.N.V.R. Division for issue on loan when required. The maximum stock should not be kept if a smaller quantity will suffice.

Digitized by Google

APPENDIX E.

RETURNS, &C., TO BE RENDERED.

All Returns for the Admiral Commanding are to be forwarded through the R.N.V.R. Committee.

Form.	Authority.	Description.	When due.	By whom to be rendered.	To whom.
MONTHLY.					
R.N.V. 5 ..	Art. 69	Officer Instructor's Diary ..	1st of month ..	Officer Instructor (through Commanding Officer of Division).	Admiral Commanding.
R.N.V. 5A ..	Art. 80 (3)	C.P.O. Instructor's Diary ..	,, ,, ..	C.P.O. Instructor ..	Officer Instructor.
R.N.V. 03 ..	Art. 104 Mob. Instrs.	Confidential	,, ,, ..	Officer Instructor ..	Admiral Commanding.
QUARTERLY.					
R.N.V. 3 ..	Art. 218 (9)	Swimming Instruction ..	1st day of quarter	Commanding Officer of Division (in duplicate).	,, ,,
R.N.V. 13 ..	Art. 436	Return of Strength ..	1st day of quarter	Commanding Officer of Division.	,, ,,
M.S. ..	—	Return of Ratings in arrears with obligatory training.	1st day of quarter	Commanding Officer of Division.	,, ,,
S. 1050 ..	Art. 423	Clothing account	Within 30 days of end of quarter.	Accountant Officer (through Commanding Officer) of Division.	Director of Victualling.

Digitized by Google

S. 29 ..	Art. 327	Cash account	Within 21 days of end of quarter.	Accountant Officer of Division (through Commanding Officer); Accountant Officer, Central Fund (through Admiral Commanding).	Director of Navy Accounts.
HALF-YEARLY.					
M.S. ..	Art. 170	Advancement of Writer Ratings.	31st May, 30th November.	Commanding Officer of Division.	Admiral Commanding.
M.S. ..	Art. 399	Examination of accessible compartments of Drill Ships.	30th June, 31st December.	Commanding Officer of Division.	Admiral Commanding.
ANNUAL.					
R.N.V. 2 ..	Art. 374	Claim for Bounties	1st November ..	Commanding Officer of Division.	Director of Navy Accounts.
S. 290 ..	Art. 219	Report of Rifle Practice ..	31st October ..	Commanding Officer of Division.	Admiral Commanding.
S. 100 ..	Art. 423	Mess Trap Account.	At end of year or on change of Accountant Officer.	Accountant Officer (through Commanding Officer) of Division.	,, ,,
S. 83, Pt. III.	,,	Implement Account.			
OCCASIONAL.					
R.N.V. 16 ..	Art. 257	List of R.N.V.R. ranks and ratings for training.	—	Commanding Officer of Division.	.. ,,
R.N.V. 17 .. G. 5 and S. 206 R.	Arts. 245 & 266	Report on R.N.V.R. ranks and ratings.	On completion of training.	Commanding Officer of Ship.	,, ,,

Digitized by Google

RETURNS, &C., TO BE RENDERED—*continued.*

Form.	Authority.	Description.	When due.	By whom to be rendered.	To whom.
OCCASIONAL—*continued.*					
R.N.V. 11 ..	Art. 52 I. (6)	Application for Volunteer Decoration (Officers).	—	Commanding Officer of Division.	Admiral Commanding.
R.N.V. 12 ..	Art. 52 II. (10)	Application for Volunteer L.S. and G.C. Medal (Men).	—	,, ,,	,, ,,
S. 1418 ..	Art. 417	Naval Armament Store Inventory Account.	Biennially and on change of Accounting Officer.	Officer Instructor ..	Chief Superintendent of Armament Supply (Admiralty).
S. 474 ..	,,	Naval Armament Store Account.			
M.S. ..	Art. 415	Report by Officer Instructor of Examination of Gun Mountings, etc.	On completion of examination.	Commanding Officer of Division.	Admiral Commanding.
R.N.V. 21 ..	Art. 406	Naval Store Account ..	On change of Accounting Officer.	Officer Instructor ..	Admiralty (N.S.).

Digitized by Google

APPENDIX F.

List of Postal and Registered Telegraphic Addresses.

Division or Outlying Unit.	Postal Address.	Registered Telegraphic Address.
Admiral Commanding	Admiralty, Queen Anne's Chambers, Tothill Street, London, S.W.1.	Adviwit, (Parl.) London.
R.N.V.R.Committee ..	Queen Anne's Chambers, Tothill Street, London, S.W.1.	——
London	H.M.S. "President," R.N.V.R. Drill Ship, Victoria Embankment, London, E.C.4.	Navalteer, Fleet, London.
Clyde	Whitefield Road, Govan, Glasgow.	Navalteer, Glasgow.
Greenock	H.M.S." Carrick," R.N.V.R. Drill Ship, Greenock.	——
East Scottish	H.M.S. "Claverhouse," R.N.V.R. Drill Ship, Leith.	Navalteer, Leith.
Dundee	H.M.S. "Unicorn," R.N.V.R. Drill Ship, Dundee.	——
Severn	H.M.S. "Flying Fox," R.N.V.R. Drill Ship, Bristol.	Navalteer, Bristol.
Mersey	H.M.S. "Eaglet," R.N.V.R. Drill Ship, Liverpool.	Navalteer, Liverpool.
Birkenhead	H.M.S. "Irwell," R.N.V.R. Drill Ship, Birkenhead.	——
Sussex—		
Brighton and Hove ..	5, Victoria Terrace, Hove	Navalteer, Hove.
Newhaven	R.N.V.R. Drill Hall, Newhaven, Sussex.	——
Tyne	H.M.S." Calliope,"R.N.V.R. Drill Ship, Elswick, Newcastle-on-Tyne.	Navalteer, Newcastle-on-Tyne.
North Shields ..	H.M.S. "Satellite," R.N.V.R. Drill Ship, North Shields.	——
Ulster	H.M.S. "Caroline," R.N.V.R. Drill Ship, Belfast.	Navalteer, Belfast.

Note.—Any alterations that may be required from time to time in the above Address List are to be reported to the Admiral Commanding by the Commanding Officer of the Division concerned.

Digitized by Google

APPENDIX G.

List of Books and Documents to be produced at the Annual Inspection of the R.N.V.R. Divisions and Outlying Units—to be ready in a convenient place for examination by the Inspecting Officer.

Sub-Division Record Books.
Officer Instructor's Diary (Headquarters only).
Store Accounts.
Guard Books of Temporary Memoranda, issued by the Admiral Commanding and R.N.V.R. Committee.
R.N.V.R. Regulations and Addenda.
List of all Confidential and Signal Books on charge (if any), with a Certificate noted thereon by the Commanding Officer that such books have been mustered, are correct, and are in safe custody.
Books of Reference Account.
Service Certificates of Petty Officers and Men.
Accounts of Public Funds.
Canteen Rules and Account (where a canteen has been authorised).
Arms Stores (Account of Keys).

Lists, showing for each sub-Division :—
(*a*) Numbers of officers and men present at the inspection.
(*b*) Numbers absent with leave.
(*c*) Numbers absent without leave.
(*d*) Total strength.

Record of sea training kept for the purpose of compiling the quarterly return of men who have failed to carry out obligatory training.

Separate lists for Headquarters and each Outlying Unit, showing the numbers of men in each period of enrolment at the time of the annual inspection.

Separate lists for Headquarters and each Outlying Unit showing for the last completed drill year :—
(i) Numbers qualified as " efficient."
(ii) Numbers *not* so qualified, although they should have done so.
(iii) Numbers who, by reason of the shortness of the time since enrolment or re-enrolment, have not been able to qualify as " efficient."

NOTE.—The total of (i) to (iii) should agree with the numbers borne on 31st October.

Statement showing number of men who have passed—
(*a*) Provisional swimming test,
(*b*) Standard swimming test,
since last inspection.

Record showing deprivations of Good Service Badges, and offences for which these penalties have been inflicted.

APPENDIX H.

LIST OF PRINTED R.N.V. FORMS.

R.N.V. No.	
1	Application for Enrolment.
2	Claim for Bounties.
3	Return of Swimming Instruction.

Digitized by Google

4	Application for Commission or Appointment in the R.N.V.R.
5	Diary of Officer Instructor.
—	Diary of Petty Officer Instructor.
6	Free Issue of Kit to R.N.V.R. Ratings. Men not dressed as Seamen.
7	Free Issue of Kit to R.N.V.R. Ratings. Petty Officers and men dressed as Seamen.
8	Record of Issues of Free Kits, etc.
9	Cash Voucher.
10	Certificate of Service.
11	Application for R.N.V.R. Decoration (Officers).
12	Application for R.N.V.R. Long Service and Good Conduct Medal (Men).
13	Monthly Return of Strength of R.N.V.R.
16	List of R.N.V.R. ranks and ratings Embarking for Training.
17	Report on R.N.V.R. ranks and ratings on Completion of Training Afloat.
19	Sub-Division Record of Services.
20	Demand to Replenish—Consumable Stores.
21	Abstract Statement of Naval Stores, including Inventory Stores.
03	Appropriation on Mobilisation.

NOTE.—Demands for these Forms, as required, should be transmitted on Form S 134D, to the Superintendent, Royal Naval Store Depot, West India Docks, London, E.14.

APPENDIX I.

RULES FOR CANTEENS.

In order that all Canteens, R.N.V.R., should be conducted on similar lines, the following orders are to be embodied in all R.N.V.R. Canteen Rules.

Attention is called to the fact that in each case the institution of a R.N.V.R. Canteen is subject to the written approval and authority of the Admiral Commanding :—

1. Membership is to be restricted to Officers, Honorary Officers, Petty Officers and men of the R.N.V.R.

2. No person other than members of the Canteen shall be allowed to purchase anything from the Canteen, but members may introduce visitors. No visitor shall pay for any drink, meal, or other refreshment in the Canteen, nor remain in the Canteen buildings in the absence of the member who introduced him, nor be on the premises at any hour when licensed houses are by law closed to the public (except on occasions when sanctioned by the Committee subject to the approval of the Commanding Officer of the Division).

3. No quarrelling, gambling, drunkenness, bad language, or other misconduct is permitted.

4. No intoxicating liquors shall be supplied for consumption off the premises.

5. There is to be at all times a manager or sub-manager on duty in the Canteen, and to him shall be committed the exercise of the following powers, and the performance of the following duties :—

Digitized by Google

(i) To exercise control over the playing of all games.
(ii) To exclude from the Canteen premises for the remainder of the evening any member infringing any bye-law or rule.
(iii) To decide all disputes which require immediate settlement, and to be responsible for the due observance of the rules and the maintenance of order on the premises.
(iv) To report to the President of the Canteen Committee all disputes and his decision thereon, if any, and all breaches of rules and bye-laws.

6. The Canteen Committee shall be constituted as follows :—

(1) *At Headquarters.*—The President, who is to be a Commissioned Officer, is to be appointed by the Commanding Officer of the Division, and there shall also be appointed by the Commanding Officer of the Division at least four other members, Petty Officers and men being eligible, each Company at Headquarters being represented by at least one member.

(2) *At Outlying Units.*—The President is to be the Senior Lieutenant-Commander of the sub-Divisions *ex officio*, and there shall be at least four other members appointed by the Commanding Officer of the senior sub-Division from the sub-Division or sub-Divisions at the place where the outlying establishment is situated, each sub-Division being represented.

Such Committees are responsible to the Commanding Officer for the management and conduct of the Canteen and for enforcing the due observance of the Canteen rules and regulations. All action of the Committee must be subject to the approval of the Commanding Officer of the Division.

7. All contracts for the supply of articles to the Canteen shall be approved by the Canteen Committee, who shall fix the retail prices as low as they may deem expedient and possible. The price list so fixed shall be posted in a conspicuous place in the Canteen or Mess Deck.

8. The Canteen Accounts shall be audited and stock taken, at any time thought necessary by the Commanding Officer, and at least once every year, three officers being detailed for this work by the Commanding Officer, unless a firm of Chartered Accountants is engaged. The statements of accounts shall be posted after each audit in the Canteen or Mess Deck.

9. Canteen rules and regulations are to be posted in some conspicuous place in each Canteen or Mess Deck.

APPENDIX J.

Standard for Medical Examination of R.N.V.R. Recruits.

The following standard for the medical examination of R.N.V.R. recruits has been laid down :—

(1) *Vision.*
Same for all ages.
Normal colour vision.
Absence of squint or deformity.
Best eye 6/9ths, other 6/18ths.
Glasses to be allowed in special ratings other than Signal, when preliminary training is finished.

Digitized by Google

(2) *Hearing.*
To hear ordinary conversation with either ear.
In all other respects the Admiralty Regulations are to be followed, provided that a certain latitude be allowed in the case of especially desirable candidates or those engaged in trades especially required in the Force.

(3) *Teeth.*
No specified number required, but a sufficiency of opposing incisors and molars on both sides.

(4) *Height and Chest.*
Under 20 years :—Height 5 ft. 1 in. Chest 32.
Over 20 years :—Height 5 ft. 2 in. Chest 33.
Every additional 2 inches of height to require one additional inch in chest measurement.

(5) *Varicocele and Varicose Veins.*
Not to cause rejection unless very marked.

NOTE.—The same standards are to apply to officers, except that in their case vision should be :—

Executive	Best eye $\frac{6}{6}$ths, other $\frac{6}{12}$ths.
Engineer	Best eye $\frac{6}{9}$ths, other $\frac{6}{12}$ths.
Special Branch	As necessary.
Medical	Not less than $\frac{6}{60}$ each eye, correcting to $\frac{6}{6}$ each eye with glasses.
Accountant	
Chaplains	

APPENDIX K.

TABLE OF RELATIVE RANKS.

Navy, Army and Air Force Officers.—Officers of the various branches of the Royal Navy shall take relative rank with each other, rank for rank, according to seniority. R.N.V.R. Officers take relative rank as shown in Article **24.**

The relative rank of Officers of the Royal Navy with Officers of the Army and Air Force shall be as laid down in the following table, and shall take effect in the same manner according to seniority or date of appointment :—

Naval Ranks.	*Army Ranks.*	*Air Force Ranks.*
1. Commodores, 1st and 2nd Class	Colonels-Commandant / Colonels on the Staff	Air Commodores.
2. Captains	Colonels	Group Captains.
3. Commanders	Lieutenant-Colonels ..	Wing Commanders.
4. Lieutenant-Commanders.	Majors	Squadron Leaders.
5. Lieutenants	Captains	Flight Lieutenants.
6. Sub-Lieutenants ..	Lieutenants	Flying Officers or Observer Officers.
7. Commissioned Officers from Warrant Rank.	Second Lieutenants ..	Pilot Officers.

Digitized by Google

8. Warrant Officers ..	Conductors, Royal Army Ordnance Corps; Master Gunners, 1st Class; 1st Class Staff Sergeant-Majors.	No equivalent.

(NOTE.—Warrant Officers, R.N., rank with but senior to the above ranks.)

9. Midshipmen	Conductors, Royal Army Ordnance Corps; Master Gunners, 1st Class; 1st Class Staff Sergeant-Majors.	No equivalent.

(NOTE.—Midshipmen rank with but junior to the above ranks.)

NOTES.—1. Secretaries holding higher temporary rank by virtue of appointment as such under Article **304**, K.R. and A.I., take relative rank according to their higher temporary rank, and actual service in that rank.

2. Commissioned Officers from Warrant Rank, Royal Marines, and Warrant Officers, Royal Marines, rank with Naval Commissioned Officers from Warrant Rank and Naval Warrant Officers respectively.

APPENDIX L.

EDUCATIONAL TEST—PART I.

(To be held at the discretion of the Commanding Officer.

The examination will consist of the following papers :—

Paper I.—Arithmetic.—A simple paper on the first four rules in Arithmetic, simple and compound, with vulgar and decimal fractions (no questions to involve a knowledge of special weights and measures), calculating the average points obtained at practices, making out mess bills, etc. Time allowed, 2½ hours.

Paper II.—Writing an ordinary passage of English to Dictation.

A Candidate will be entitled to receive an Educational Certificate, Part I., if he obtains not less than 75 per cent. of the maximum marks in each subject. Candidates will be duly informed of the results of the examination and the marks they have obtained.

2. The examination will be held three times annually, viz., on the first Tuesday in March, July and November; Paper I. being taken in the forenoon and Paper II. in the afternoon. The examination in each paper is on no account to be held before the date and time stated above.

3. The examination may be held in any of H.M. Ships and Establishments. Papers will be sent out from the Admiralty. Commanders-in-Chief, Senior Naval Officers or Commanding Officers are to send a notification to the Admiralty as to how many sets of papers will be required, such notification to arrive at the Admiralty in time for the papers to be despatched so as to reach their destination before the date fixed for the next examination. The number of packets into which the papers should be made up (having

Digitized by Google

regard to the fact that there may be a number of examination centres for each squadron) and also the number of sets to be put in each packet should be stated.

4. The worked papers are to be sent to the Secretary of the Admiralty marked on the cover "Worked Examination Papers." They are to be accompanied by (*a*) a Schedule stating the name of each candidate, his ship and/or examination centre, rating, official number, where he is serving; (*b*) a certificate signed by the Commanding Officer, certifying the date and hour at which the examination in each paper was held, and that the examination was carried out in a proper manner.

Forms for the Schedule and Certificate and a copy of "General directions for the guidance of Officers responsible for conducting the Examinations" will be sent out with the examination papers.

5. No candidate will be admitted to the examination who has not previously been recommended by his Commanding Officer as likely to qualify. For this purpose Commanding Officers should arrange for such preliminary tests as they may consider desirable.

6. The fact that a man possesses an Educational Certificate, Part I., is to be noted on his Certificate (R.N.V. 10) and against his name in the "Remarks" column of the ship's ledger. A man's Educational Certificate Part I., will be kept with his Certificate (R.N.V. 10).

7. In addition to the professional qualifications required for advancement to P.O. rating or grant of progressive pay, men rated Leading Seaman or Leading Signalman before the introduction of the Educational Test, Part I., must possess the Educational Certificate, Part I., or have passed the Educational Test, Part I., as a condition of advancement to Petty Officer or Yeoman of Signals, and for grant of progressive pay in leading rating. Old system ratings of Leading Signalman or Leading Seaman or above must pass the Educational Test, Part I., before they can be transferred to the corresponding new system ratings.

8. Ratings advanced to Leading Seamen or Leading Signalmen before the introduction of the Educational Test, Part I., and subsequently disrated, are not to be regarded as eligible for restoration to the leading rate until they have passed the Educational Test, Part I.

APPENDIX M.

Section I.—Daily Rates of Full Pay—Officers.

Only mobilised service in a confirmed rank will count for increase of pay in that rank. Progressive pay is not to be credited to any officer without the prior authority of the Director of Navy Accounts. (*See* Article **360**, clause (2).)

The rates of full pay shown in this section will be subject to revision six-monthly, on 1st April and 1st October in each year, to an extent not exceeding 20 per cent. of the standard rates.

Where two scales are shown in the following tables:—

Scale I.—is applicable to officers who have served in the Reserve continuously from a date earlier than 5th October, 1925.

Scale II.—is applicable to all other officers.

Digitized by Google

Rank.	Standard Rate.		Current Rate from 1st April, 1932.	
	Scale I.	Scale II.	Scale I.	Scale II.
Executive and Special Branch Officers.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
Midshipman (probationary and confirmed)	—	0 5 0	—	0 5 0
Acting Sub-Lieutenant	0 9 4	0 8 6	0 8 4	0 7 6
Sub-Lieutenant (probationary and confirmed)	0 10 0	0 10 0	0 8 10	0 8 10
Lieutenant (probationary and confirmed) on entry or on promotion ..	0 15 10	0 15 0	0 14 2	0 13 4
After 4 years' mobilised service..	0 18 6	0 17 0	0 16 6	0 15 2
,, 6 ,, ,, ,, ..	1 2 4	1 0 0	0 19 10	0 17 10
Lieutenant-Commander on promotion	1 10 0		1 6 8	
After 3 years' mobilised service..	1 12 0		1 8 6	
,, 6 ,, ,, ,, ..	1 14 0		1 10 4	
Commander on promotion	2 0 0		1 15 8	
After 3 years' mobilised service..	2 4 0	One	1 19 2	One
,, 6 ,, ,, ,, ..	2 8 0	scale	2 2 8	scale
,, 9 ,, ,, ,, ..	2 12 0	only.	2 6 4	only.
Captain on promotion	3 0 0		2 13 4	
After 3 years' mobilised service..	3 5 0		2 17 10	
,, 6 ,, ,, ,, ..	3 10 0		3 2 4	
,, 9 ,, ,, ,, ..	3 15 0		3 6 10	
Engineer Officers.				
Engineer Lieutenant (probationary and confirmed) on entry	0 18 6	0 18 0	0 16 6	0 16 0
After 4 years' mobilised service..	1 1 6	1 0 0	0 19 2	0 17 10
,, 6 ,, ,, ,, ..	1 5 4	1 3 0	1 2 6	1 0 6
Engineer Lieutenant-Commander on promotion	1 14 0		1 10 4	
After 3 years' mobilised service..	1 16 0		1 12 0	
,, 6 ,, ,, ,, ..	1 18 0	One	1 13 10	One
Engineer Commander on promotion ..	2 5 0	scale	2 0 0	scale
After 3 years' mobilised service..	2 9 0	only.	2 3 8	only.
,, 6 ,, ,, ,, ..	2 13 0		2 7 2	
,, 9 ,, ,, ,, ..	2 17 0		2 10 8	
Chaplains.				
Chaplain (probationary and confirmed) on entry	0 18 6	0 17 0	0 16 6	0 15 2
After 3 years' mobilised service..	1 1 6	1 0 0	0 19 2	0 17 10
,, 6 ,, ,, ,, ..	1 6 0	1 6 0	1 3 2	1 3 2
,, 9 ,, ,, ,, ..	1 9 0	1 9 0	1 5 10	1 5 10

Digitized by Google

Rank.	Standard Rate.	Current Rate from 1st April, 1932.
	(One Scale only.)	
Medical Officers.	£ s. d.	£ s. d.
Surgeon Sub-Lieutenant (probationary and confirmed)	0 10 0	0 8 10
Surgeon Lieutenant (probationary and confirmed) on entry or on promotion)	1 4 0	1 1 4
After 3 years' mobilised service..	1 9 0	1 5 10
Surgeon Lieutenant-Commander on promotion	1 15 0	1 11 2
After 3 years' mobilised service..	1 17 0	1 13 0
Surgeon Commander on promotion ..	2 5 0	2 0 0
After 3 years' mobilised service..	2 9 0	2 3 8
,, 6 ,, ,, ,, ..	2 13 0	2 7 2
,, 9 ,, ,, ,, ..	2 17 0	2 10 8
Surgeon Captain on promotion ..	3 5 0	2 17 10
After 3 years' mobilised service..	3 10 0	3 2 4
,, 6 ,, ,, ,, ..	3 15 0	3 6 10
,, 9 ,, ,, ,, ..	4 0 0	3 11 2
Dental Surgeons.		
Surgeon Lieutenant (D) (probationary and confirmed) on entry	1 2 0	0 19 6
After 3 years' mobilised service..	1 7 0	1 4 0
Surgeon Lieutenant-Commander (D) on promotion..	1 12 6	1 9 0
After 3 years' mobilised service..	1 14 6	1 10 8
,, 6 ,, ,, ,, ..	1 16 6	1 12 6
,, 9 ,, ,, ,, ..	2 0 0	1 15 8
Note.—Dental Officers who are medically qualified are entitled to pay on the Dental Officers' Scale only, unless they are appointed for medical duties in addition to their dental duties, when they may be paid on the Medical Officers' Scale if it is more advantageous to them.		

	Scale I.	Scale II.	Scale I.	Scale II.
Accountant Officers.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
Paymaster Sub-Lieutenant (probationary and confirmed)	0 10 0	0 10 0	0 8 10	0 8 10
Paymaster Lieutenant on promotion..	0 15 10	0 15 0	0 14 2	0 13 4
After 4 years' mobilised service..	0 18 6	0 17 0	0 16 6	0 15 2
,, 6 ,, ,, ,, ..	1 2 4	1 0 0	0 19 10	0 17 10
Paymaster Lieutenant-Commander on promotion	1 10 0		1 6 8	
After 3 years' mobilised service..	1 12 0		1 8 6	
,, 6 ,, ,, ,, ..	1 14 0	One	1 10 4	One
Paymaster Commander on promotion	2 0 0	scale	1 15 8	scale
After 3 years' mobilised service..	2 4 0	only.	1 19 2	only.
,, 6 ,, ,, ,, ..	2 8 0		2 2 8	
,, 9 ,, ,, ,, ..	2 12 0		2 6 4	

Digitized by Google

Rank.	Standard Rate.	Current Rate from 1st April, 1932.
Warrant Officers and Officers promoted therefrom :— Boatswain, Signal Boatswain and Warrant Telegraphist.	(One scale only.)	
	£ s. d.	£ s. d.
Warrant Officer on promotion ..	0 14 0	0 12 6
After 3 years' mobilised service..	0 15 0	0 13 4
,, 6 ,, ,, ,, ..	0 16 0	0 14 2
,, 9 ,, ,, ,, ..	0 17 0	0 15 2
Commissioned Officer from warrant rank on promotion	0 19 0	0 16 10
After 3 years' mobilised service..	1 1 0	0 18 8
,, 6 ,, ,, ,, ..	1 3 0	1 0 6
,, 9 ,, ,, ,, ..	1 5 0	1 2 4
Lieutenant on promotion	1 7 0	1 4 0
After 3 years' mobilised service..	1 8 0	1 5 0
,, 6 ,, ,, ,, ..	1 9 0	1 5 10

SECTION II.—DAILY RATES OF PAY—RATINGS.

Scale I.—Applicable during the term of enrolment current on 30th September, 1931, only, to men who have served in the Reserve continuously from a date *earlier* than 5th October, 1925.

Scale II.—Applicable in all other cases, *i.e.*, to men with " X " numbers as provided in Article **149**, clause (3).

Rating.	Scale I.	Scale II.
Seaman Branch.	s. d.	s. d.
Ordinary Seaman	—	2 0
Able Seaman	3 8	3 0
After 3 years' mobilised service in a man's rating ..	3 10	3 4
,, 6 ,, ,, ,, ,, ..	4 1	3 8
Leading Seaman	4 9	4 4
After 1 year's mobilised service as such if passed for Petty Officer	5 0	4 6
After 3 years' mobilised service as such in any case (Scale II. only)	—	4 8
Petty Officer	6 4	6 0
After 3 years' mobilised service as such	6 8	6 5
,, 6 ,, ,, ,, ,, ...	6 11	6 10
Chief Petty Officer	7 8	7 6
After 3 years' mobilised service as such	8 2	8 0
,, 6 ,, ,, ,, ,, ...	8 7	8 6
,, 9 ,, ,, ,, ,, ...	9 0	9 0
With subsequent increments of 6d. a day after each further period of 3 years' mobilised service as such.		

Digitized by Google

Rating.	Scale I.	Scale II.
	s. d.	s. d.
Signal Branch.		
Ordinary Signalman	—	2 0
Signalman	3 10	3 3
After 3 years' mobilised service in a man's rating	4 1	3 7
„ 6 „ „ „ „ „	4 4	3 11
Leading Signalman	5 3	4 10
After 1 year's mobilised service as such if passed for Yeoman of Signals	5 5	5 0
After 3 years' mobilised service as such in any case (Scale II. only)	—	5 2
Yeoman of Signals	6 9	6 6
After 1 year's mobilised service as such if recommended by his Commanding Officer, or after 3 years' mobilised service as such in any case	7 1	6 11
After 3 years' mobilised service subsequent to receiving the preceding rate	7 5	7 4
Chief Yeoman of Signals	8 2	8 0
After 3 years' mobilised service as such	8 7	8 6
„ 6 „ „ „ „ „	9 0	9 0
With subsequent increments of 6d. a day after each further period of 3 years' mobilised service as such.		
Telegraphist Branch.		
Ordinary Telegraphist	—	2 0
Telegraphist	3 10	3 3
After 3 years' mobilised service in a man's rating	4 1	3 7
„ 6 „ „ „ „ „	4 4	3 11
Leading Telegraphist	5 3	4 10
After 1 year's mobilised service as such if passed for Petty Officer Telegraphist or for higher standard	5 5	5 0
After 3 years' mobilised service as such in any case (Scale II. only)	—	5 2
Petty Officer Telegraphist	6 9	6 6
After 1 year's mobilised service as such if recommended by his Commanding Officer, or after 3 years' mobilised service as such in any case	7 1	6 11
After 3 years' mobilised service subsequent to receiving the preceding rate	7 5	7 4
Chief Petty Officer Telegraphist	8 2	8 0
After 3 years' mobilised service as such	8 7	8 6
„ 6 „ „ „ „ „	9 0	9 0
With subsequent increments of 6d. a day after each further period of 3 years' mobilised service as such.		
Artificer Branch.		
(Engine Room, Electrical and Ordnance Artificers.)		
Acting 4th class	8 7	8 0
4th class	8 7	8 0
3rd class	9 0	9 0
2nd class	9 6	9 6
1st class	10 0	10 0

Digitized by Google

Rating.	Scale I.	Scale II.
Motor Mechanics.	s. d.	s. d.
Motor Mechanic	7 1	6 11
After 2 years' mobilised service as such	7 5	7 4
Acting Chief Motor Mechanic, 4th class	8 7	8 0
Chief Motor Mechanic—		
4th class	8 7	8 0
3rd class	9 0	9 0
2nd class	9 6	9 6
1st class	10 0	10 0
Artisan Branch.		
Shipwrights—		
Acting, 4th class	8 7	8 0
4th class	8 7	8 0
3rd class	9 0	9 0
2nd class	9 6	9 6
1st class	10 0	10 0
Blacksmiths—		
Acting, 4th class	6 11	6 3
4th class	6 11	6 3
3rd class	7 3	7 0
2nd class	7 6	7 5
1st class	7 10	7 10
After 3 years' mobilised service as such	8 2	8 2
Plumbers, Painters, Joiners, Coopers—		
Acting, 4th class	6 9	6 0
4th class	6 9	6 0
3rd class	7 0	6 9
2nd class	7 4	7 2
1st class	7 7	7 7
After 3 years' mobilised service as such	7 11	7 11
Writer Branch.		
Writer Probationer	—	2 6
Writer	4 1	3 6
After 3 years' mobilised service (man's time) in Writer Branch	4 1	3 10
After 6 years' mobilised service (man's time) in Writer Branch	4 2	4 2
Leading Writer	5 5	5 1
After 3 years' mobilised service as such if passed for P.O. Writer	5 5	5 5
Petty Officer Writer	7 0	6 9
After 3 years' mobilised service as such	7 4	7 2
„ 6 „ „ „	7 7	7 7
Chief Petty Officer Writer	8 4	8 3
After 3 years' mobilised service as such	8 10	8 9
„ 6 „ „ „ „	9 3	9 3
With subsequent increments of 6d. a day after each further period of 3 years' mobilised service as such.		

Digitized by Google

APPENDIX N.

I.—Income Tax—Rebate in Respect of Uniform Allowance.

Officers of the R.N.V.R. are eligible for a rebate of Income Tax in respect of the maintenance of their uniform, and, subject to the conditions set out in paragraphs 2 and 3, the following allowances are authorised to be deducted from Naval emoluments in order to arrive at " Total Income " for Income Tax purposes :—

(i) Commissioned Officers .. .. £10 per annum.
(ii) Commissioned Officers from Warrant Rank and Warrant Officers .. .. £7 per annum.

2. For broken periods (*e.g.*, for the year in which an officer joins the Reserve) the sum allowable will bear the same proportion to the full annual allowance as the number of days subsequent to appointment to the Reserve bears to the total number of days in the fiscal year.

3. No rebate in respect of uniform is allowed, however, in respect of any year in which the officer does not receive Naval emoluments, nor can a rebate be allowed in excess of the total amount of the emoluments received from Naval funds.

II.—Assessment and Collection of Income Tax.

The Naval emoluments of officers appointed for training will be issued in full without being subject to deduction of Income Tax at source. The emoluments actually issued in each fiscal year will, however, be reported by the Admiralty to the Inland Revenue Department, and will be assessed to Income Tax by the Inspector of the district in which the officer resides or has his business (*i.e.*, by the Inspector who usually deals with the officer's civil income). Officers should, when making their annual return to this Inspector, declare therein the amount of pay, etc., they earned during the preceding year, in the following form :—

Pay, etc., whilst undergoing Naval training for the period to as (*e.g.*, Lieut.-Comdr., R.N.V.R.), *i.e.*, days at a day	£
Less Uniform Rebate	£
Net total income derived from Navy sources	£

Accountant Officers of H.M. ships and establishments to which R.N.V.R. officers are appointed will ascertain from each officer borne for training, etc., the business or other address from which he normally makes his Income Tax return. Without exception, the business or private address of the officer is to be inserted in the remarks column of the officer's account in the Reserve Section of the ledger, whether he renders an Income Tax return or not.

APPENDIX O.

Rules of Procedure of the Royal Naval Volunteer Reserve Committee.

1. The Committee shall have a President, Chairman, Vice-Chairman and ordinary members, assisted by clerical staff as may be appointed with the approval of the Admiralty.

Digitized by Google

2. The President shall be the Admiral Commanding Reserves for the time being.

3. The Chairman shall be the Commodore or senior Commanding Officer of the R.N.V.R. for the time being.

4. The Vice-Chairman shall be elected by the members of the Committee.

5. At every meeting of the Committee the Chairman shall preside. If the Chairman is absent, the Vice-Chairman shall preside; providing always that the President, if attending at a meeting of the Committee, shall preside.

6. The quorum of the Committee shall be one-fourth of the whole number of the Committee.

7. Every question at a meeting of the Committee shall be decided by a majority of votes of the members present and voting on that question; and, in the case of equality of votes, the person presiding shall have a second or casting vote.

8. A Minute of the Proceedings of the Committee, and a record of every meeting held, shall be kept and signed at the same or next ensuing meeting, by the Chairman of that meeting; and the same shall be received in evidence without further proof that the said meeting has been duly convened and held, and that all members attending were properly qualified and had power to deal with the matter referred to in the Minutes.

9. All correspondence or communication with the Board or Departments of Admiralty, the Fleet, Naval Training Centres or Depots, shall pass through the Admiral Commanding.

10. Subject to the provisions of the Regulations of the Royal Naval Volunteer Reserve, the Committee shall regulate their own procedure entirely, and all matters affecting the R.N.V.R. shall be referred to them.

APPENDIX P.

Particulars of R.N.V.R. Inter-Divisional Competitions and Rules relating to Challenge Cups.

Particulars concerning R.N.V.R. Inter-Divisional Competitions, for which Cups and Trophies are awarded, and rules governing these competitions, are given below:—

R.N.V.R. Inter-Divisional Boxing Competitions.

A Silver Cup was presented to the Royal Naval Volunteer Reserve for this purpose by Commodore The Duke of Montrose, C.B., C.V.O., V.D., R.N.V.R., the Cup being an exact replica of what is known as the Fire o' London Cup. The original was presented by the Lord Mayor of London in the year 1666 to Joseph Watte, for his bravery in rescuing from the Great Fire, at risk of life, valuable documents belonging to one of the City Companies, from their premises.

The weight of the Cup is 51 ounces.

Commodore The Duke of Montrose has vested the Cup in the control of the Royal Naval Volunteer Reserve Committee, with the desire that it shall be competed for annually by all existing R.N.V.R. Divisions of Great Britain and Ireland, and that it shall never be won outright.

The annual contests are to be governed by the Royal Navy and Royal Marine Boxing Association Rules and Regulations, or such amendments thereto as may be prescribed by the Royal Naval Volunteer Reserve Committee from time to time.

Digitized by Google

The inscription on the Cup reads as follows :—

R.N.V.R. INTER-DIVISIONAL BOXING CUP
(To be competed for annually)

Presented by
COMMODORE THE MARQUESS OF GRAHAM, C.B., C.V.O., V.D., R.N.V.R.
TO THE
ROYAL NAVAL VOLUNTEER RESERVE
1924

"VICTORIÆ GLORIA MERCES"
(Glory is the Reward of Victory)

There are Five Shields placed around the bottom of the Plinth, radiating from both sides to the Inscription Plate, upon which Shields it is proposed to inscribe the name of the winning Division year by year. There is a space between the Five Shields to insert others for a continuity up to 10 years.

The Trophy should be insured by the Commanding Officer of the Division holding it. (*Vide* Article **302**).

R.N.V.R. INTER-DIVISIONAL SWIMMING COMPETITIONS.

The Hanson Trophy.

Presented by Lieutenant O. H. Hanson as a Perpetual Challenge Cup for a team race by R.N.V.R. Teams of four from each R.N.V.R. Division.

Length of Race, 400 yards.

Team consists of Petty Officers or men R.N.V.R. on the Active List.

Challenge Cup to be held by the winning Division until the next meeting.

Rules of the Royal Navy and Royal Marine Swimming Association are adopted.

Competition will generally take place at the Division holding the Trophy, and the Commanding Officer arranges for the necessary Committee to receive entries; and to provide, if agreeable, races other than the Inter-Divisional Team Race and accommodation for ratings from other Divisions.

The Trophy should be insured by the Commanding Officer of the Division holding it. (*Vide* Article **302**.)

Question of increasing the number in the team to six will be reviewed from time to time.

The Mansell Challenge Cup.

Presented by J. W. Mansell, Esq., for annual competition by R.N.V.R. Divisions.

The Cup to be awarded to the Division securing the greatest number of aggregate points at the Annual R.N.V.R. Inter-Divisional Swimming Competition, and to be held by the winning Division until the next Swimming Competition.

Points to be calculated as follows :—

Winners of each race	3
Seconds	2
Finishers	1

NOTE.—Points for Relay Race. Four for each R.N.V.R. Division represented in the Final. No additional points will be awarded for the individual winner and second in the Final.

The Trophy should be insured by the Commanding Officer of the Division holding it. (*Vide* Article **302**.)

Digitized by Google

R.N.V.R. Inter-Divisional Whaler Race Trophy.

Presented by

The Tyne Division, R.N.V.R.

1. The trophy to be always rowed for on the River Tyne by crews representing R.N.V.R. Divisions; only one crew from each Division allowed to compete.

2. The winning Division to retain the Trophy for one year, which is to be returned to the Tyne Division on or before the day when next pulled for.

3. An officer or representative from each Division to form a Committee to draw for and inspect boats and to arrange for starting and judging race.

4. Race to be rowed in 5-oared Montague Whalers, as supplied by the Admiralty (Tyne Division supply boats).

5. Distance of course, 1½ miles.

6. Crew, including coxswain, to consist of R.N.V.R. ratings on List 1, selected by the Commanding Officer of the Division.

7. Service oars to be used, fir oars if obtainable, but all boats to use similar oars.
Divisions to be notified previous to date of regatta as to what oars will be available.

8. Any movable gear can be taken out of the boats; straps allowed on stretchers; oars may be moused in crutches.
Tyne Division to be responsible that all boats are in same racing trim.

9. The Trophy should be insured by the Commanding Officer of the Division holding it. (*Vide* Article **302**.)

Note.—This Trophy is generally competed for by the Clyde, East Scottish, Mersey, Tyne and Ulster Divisions, R.N.V.R., only.

R.N.V.R. Inter-Group (Southern *v.* Northern) Whaler Race Challenge Cup.

Presented by Commodore Henry Douglas King, C.B., C.B.E., D.S.O., V.D., M.P., R.N.V.R.

1. The Cup is to be competed for by the winners of the Southern and Northern Inter-Divisional Whaler Races.

2. Race to be started at or near slack water.

3. Boats to be 27 ft. whalers and provided by the Division holding the regatta.

4. Oars to be brought by the respective crews, and to be of fir if possible, or as arranged.

5. Coxswains of boats to draw for boats and positions on the starting line.

6. If necessary, and if possible, coxswains of boats will be taken over the course before the race.

7. Racing flags to be secured to the stem of each boat, each Division supplying its own racing flag.

8. One officer (who may, if desired, be the Officer Instructor) from each Division to act as judges and follow the race; neutral officials acting as starter and judging order of finish.

9. The race to be pulled under the conditions laid down in Seamanship Manual, Volume I., 1922, page 283.

Note.—The Commanding Officer of the Division holding the Challenge Cup is to arrange for its insurance against all risks. (*Vide* Article **302**.)

Digitized by Google

INTER-DIVISIONAL WHALER RACE (SOUTHERN).

(*a*) Challenge Cup presented by Captain H. D. King, C.B.E., D.S.O., V.D., M.P., R.N.V.R., Captain Viscount Curzon, C.B.E., V.D., M.P., A.-de-C., R.N.V.R., and Captain Lord Tredegar, C.B.E., V.D., R.N.V.R.

(*b*) Cup competed for by London, Severn and Sussex Divisions annually, the race being held at London, Bristol and Hove in rotation.

(*c*) Race to be started at or near slack water.

(*d*) Each Division may enter not more than two crews.

(*e*) Boats to be 27 ft. whalers and provided by the Division holding the regatta.

(*f*) Oars should be brought by the respective crews, and to be of fir if possible, or as arranged.

(*g*) Coxswains of boats to draw for boats and positions on the starting line.

(*h*) If necessary, and if possible, coxswains of boats will be taken over the course before the race.

(*i*) Racing flags to be secured to the stem of each boat, each Division supplying its own racing flags.

(*j*) One officer (which may include the Officer Instructor) from each Division to act as judges and follow the race; neutral officials acting as starter and judging order of finish.

(*k*) The race to be pulled under the conditions laid down on page 283, Seamanship Manual, Volume I., 1922.

NOTE.—The Commanding Officer of the Division holding the trophy is to arrange for its insurance against all risks (*vide* Article **302**).

R.N.V.R. INTER-DIVISIONAL RIFLE SHOOTING (S.R.(a)).

(Shot for at Bisley.)

Trophy presented to the Royal Naval Volunteer Reserve by the Council of the National Rifle Association.

Open to one team of six of any rank from each Division.

Distances	200 and 500 yards.	
Number of shots	7 and 1 S.S. per man	At each range.
Number of targets	2 per team	
Time limit	45 minutes	
Dress	Uniform (optional).	
Entrance fee	As arranged by N.R.A.	
Prizes	The Challenge Cup and 6 N.R.A. Silver Souvenirs.	

Special Conditions.

Slings may be used.

The coach of each team is allowed and must belong to the Division which that team represents, and is in addition to the team.

N.B.—S.R. (a) means the S.M.L.E. Rifle, used with open sights as issued.

The Commanding Officer of the Division holding the Trophy is to arrange for its insurance against all risks. (*Vide* Article **302**.)

"THE GRAHAM PERPETUAL CHALLENGE CUP" (S.R. (b)).

(Shot for at Bisley.)

A Challenge Cup presented in 1926 by COMMODORE THE DUKE OF MONTROSE, C.B., C.V.O., V.D., R.N.V.R.

Open to Active Service members of any rank of the Royal Naval Volunteer Reserve.

Digitized by Google

R.N.V.R. Individual Championship.

Single Entries.

Distance	.. ..	500 yards.
Number of Shots	..	10 and 1 S.S.
Entrance fee	..	As arranged by N.R.A.
Prizes	.. ..	The CHALLENGE CUP and half the entrance fees divided as for Sweepstakes.

Special Conditions.

Slings may be used.

A tie for the first prize will be " shot off " on the spot.

The Commanding Officer of the Division in which the holder of the Cup is serving is to arrange for its insurance against all risks (*vide* Article **302**).

N.B.—S.R. (b) means the S.M.L.E. rifle with approved aperture sight.

All ammunition (0·303) is provided free on the Firing points.

R.N.V.R. STAFF MATCH (S.R. (a)).

Single Entries.

(Shot for at Bisley.)

A medal presented by the R.N.V.R. Rifle Association and two silver souvenirs given by the National Rifle Association.

Competitors.—Open only to R.N.V.R. permanent staff.

Entrance Fee.—Five shillings (5*s.*).

Conditions.—As for the R.N.V.R. inter-divisional rifle shooting trophy.

NATIONAL RIFLE ASSOCIATION—BRONZE MEDAL COMPETITION.

A bronze medal presented annually by the National Rifle Association for competition amongst active service members of any rank or rating of the Royal Naval Volunteer Reserve. No rank or rating will be allowed to take the medal on more than one occasion.

The medal will be awarded to the R.N.V.R. member of the R.N.V.R. XX. Team returning the highest aggregate in the Inter-Services XX. Match at Bisley.

R.N.V.R. INTER-PORT REVOLVER COMPETITION.

Single Entries.

(Shot for at Bisley annually.)

Open to one team of four serving members of any rank or rating from each Division.

A Challenge Cup presented by Captain the Viscount Elveden, C.B., C.M.G., R.N.V.R., and four N.R.A. Silver Souvenirs.

Distances	.. ..	10 and 20 yards.
Number of shots	..	Six at each distance.
Targets	.. ..	10 and 20 yards (revolver).
Time limit	..	One minute for each series.
Entrance fee	..	10*s.* from each team to be paid at a date specified by the N.R.A.

NOTE.—The Commanding Officer of the Division holding the trophy is to arrange for its insurance against all risks (*vide* Article **302**).

Notes.

Travelling.—The N.R.A. obtains special travelling arrangements. Trains run from Brookwood direct to camp, *vide* pamphlets published by N.R.A. annually.

Digitized by Google

Entries.—A nominal roll of entries for all R.N.V.R. Matches should be sent, together with the entrance fees, by Divisions in the case of R.N.V.R. Competitions direct to—

The Accountant,
N.R.A.,
Bisley Camp, Brookwood,
Surrey.

This nominal list should reach N.R.A. about seven days before the date of the competitions.

Competitors' register tickets should be called for at the N.R.A. Office.

Accommodation.—Accommodation can be provided, *vide* pamphlet published by N.R.A.

For location of accommodation, apply to Camp Quartermaster on arrival.

Programmes.—Programmes will be forwarded to R.N.V.R. Divisions as soon as published annually.

R.N.V.R. Annual Inter-Divisional Miniature Rifle Competition for the Sir Charles Walker Challenge Cup.

Teams.—Open to one team of eight serving members of any rank or rating from each R.N.V.R. Division.

Date of Firing.—Any team may fire on any day up to a date to be decided on annually, provided the whole team fire on the same day.

Targets.—Targets will be Bisley, 300 yards—1924, reduced to 25 yards—or the S.M.R.C. 5-bull match target, to be purchased from the Central Fund.

Conditions.

Rifle.—Any single loading rifle taking ammunition not larger than 0·22 may be used.

Foresight.—Barley-corn ; knife blade or solid bead, with or without protecting hood.

Backsight.—Any pattern, fixed or adjustable, vertically or laterally, but not fitted with glasses, telescopes or levels.

Pull-off.—Minimum 4 lb.

Position.—Standing, sitting, kneeling or prone.

Rest or Prop.—No rest or prop of any sort for the body or rifle may be used by any competitor. In the prone position, the forearm, hands and rifle, including the sling, must not touch the ground.

Slings.—Slings may be used.

Distance.—25 yards.

Registers.—Special registers must be used. These will be stamped and issued by the R.N.V.R. Committee for each competition. The name and initials of each competitor, together with rank and rating, and Division, are to be written on both the target and register before the firing takes place.

On the completion of the firing, both targets and registers are to be sent to the R.N.V.R. Committee for final marking and for the award of the Challenge Cup.

Number of Shots.—Ten per competitor.

Scoring.—Bull's eye, 5 ; Inner, 4 ; Magpie, 3 ; Outer, 2.

Winner.—The team scoring the greatest number of points.

Umpire.—The Commanding Officer will detail an officer to act as umpire.

Insurance of Trophy.—The trophy should be insured by the Commanding Officer of the Division holding it, *vide* Article **302**.

Digitized by Google

APPENDIX Q.

Syllabus of Training.

Men Embarked in H.M. Ships for their First Period of Training

Seamanship.

Service vocabulary. Practical—splicing wire and hemp, knots, bends and hitches, running Turk's head, etc. Tackles, how fitted and rove and their uses. Position and use of the ship's fittings. Hawsers, etc. Evolutions—general idea. Boat work—reeving boats' falls and lowering boats. Anchor work. Signals—semaphore and flags. R.N.V.R. ratings should always be present at evolutions, such as " In and out paravanes," " Working hawsers, etc."

Gunnery.

Squad drill, rifle drill and hand-worked gun drill. The remainder of the time should be spent on an " Interest " Course, which includes watching turret drill and a knowledge of magazines and shell-rooms.

R.N.V.R. ratings should be given definite numbers on the quarter bill if time permits.

Torpedo.

This should be an " Interest " Course in both Whitehead and electricity, and aim at giving the ratings a general knowledge of the departments.

Signal and W/T.

Signal and W/T ratings are to be employed in their respective branches throughout their training, as laid down in Appendix C.

APPENDIX R.

Cancelled.

APPENDIX S.

Cancelled.

APPENDIX T.

Cancelled.

Digitized by Google

APPENDIX U.

LOAN OF NAVAL, NAVAL ARMAMENT, NAVAL ORDNANCE OR VICTUALLING STORES TO R.N.V.R. BOYS' CORPS.

The conditions under which stores are lent to R.N.V.R. Boys' Corps are shown in the form printed below, a copy of which is required to be signed by the responsible officer of any corps before the loan of stores is authorised by the Admiralty. No stores can be lent without specific Admiralty approval.

CONDITIONS OF LOAN

OF

(*a*).....STORES TO BOYS' CORPS AFFILIATED TO

.....DIVISION, R.N.V.R.

The articles as detailed on the other side hereof will be lent on the following conditions, viz. :—

(1) That where the total value of the stores lent to any one Corps exceeds £10, an insurance policy will be taken out with an approved insurance company covering all risks of damage and/or loss, FROM WHATEVER CAUSE and the policy deposited with the Admiralty 14 days before the articles are required. The value for insurance purposes of the articles now required is assessed at £.....

(2) That the boats or stores are to be taken over by the Corps in the condition in which they may happen to be, and that any expense necessary to render them serviceable is to be borne by the Corps. No liability is accepted by the Admiralty for accidents which may arise from the use by the Corps of boats or stores in an unserviceable condition.

(3) That the cost of carriage both ways, and any expenses incurred by the supplying departments in connection with their removal, will be defrayed by the Corps concerned.

(4) That the articles will be neither lent nor sold to any person.

(5) That the articles will not be used for any other purpose than that for which lent.

(6) That the articles may be inspected at any time by Admiralty officers.

(7) That the articles may be withdrawn by the Admiralty at any time.

(8) That machine guns, carbines, sword bayonets, and cutlasses will be kept under lock and key in a safe place when not in use ; that the Commanding Officer of the Division is responsible for their safe custody ; and that they will only be used under the supervision of a responsible officer.

(9) That the local police will be requested to approve of the storage place of the articles referred to in paragraph (8).

(10) That when no longer required the articles will be returned to the Admiralty establishment from which they were issued, unless other arrangements have been made with the prior approval of the Admiralty.

(11) That every reasonable care and attention will be bestowed on the boats and stores, and that the value of any depreciation (except fair wear and tear) and/or damage and/or loss, as assessed by the Admiralty on survey of the articles after their return to an Admiralty establishment, will be paid for by the Commanding Officer of the Division.

Digitized by Google

(12) That the person who signs the form accepts personal responsibility for the stores.

(13) That if the responsibility for the stores is transferred from one person to another, a letter will be sent to the Secretary of the Admiralty giving the name and address of the person to whom transferred, with a statement from him accepting full responsibility. Failing this, the previous holder will be held responsible by the Admiralty.

(14) That the cost of washing articles of bedding will be borne by the Commanding Officer of the Division to whom the stores are lent.

On behalf of the (*b*).....

I undertake that the above conditions will be carried out.

(*c*) Name.....

Address.....

.....

Witness :—

Name.....

Address.....

.....

NOTES.

(*a*) Insert Naval, Naval Ordnance, Victualling or Armament Stores.

(*b*) Insert Name of Corps.

(*c*) To be signed by a responsible officer on behalf of the Corps.

Articles should be consigned to—

Name.....

Address.....

Nearest Station .....

Details of the Articles to be Lent.

Pattern No.	Description.	Quantity.

APPENDIX V.

DIVISIONAL AREAS (*vide* Article 8).

The areas comprised in the various divisions are as follows :—

Division.	*Area.*
Severn	Cornwall, Devon, Somerset, Wiltshire, Gloucester Warwick, Worcester, Monmouth, Glamorgan, Carmarthen, Pembroke, Cardigan, Radnor, Brecknockshire, Hereford, Scilly and Channel Isles.

Digitized by Google

Division.	*Area.*
Clyde	All ports on west coast of Scotland and dividing line from Inverness, Stirling and Carlisle.
East Scottish ..	All ports on east coast of Scotland and dividing line from Inverness, Stirling and Carlisle.
London	Middlesex, Kent, Surrey, Berkshire, Oxford, Hertford, Essex, Suffolk, Norfolk, Northampton, Bedford, Leicester, Nottingham, Lincoln, Cambridge, Rutland, Buckingham, and Huntingdon.
Mersey	Shropshire, Montgomery, Isle of Anglesey, Staffordshire, Cheshire, Merioneth, Denbighshire, Flintshire, Lancashire, Isle of Man and Derbyshire.
Sussex	Dorset, Hampshire, Sussex, Isle of Wight, and Portland.
Tyne	Roxburgh, Northumberland, Cumberland, Durham, Westmorland, and Yorkshire.
Ulster	Northern Ireland.

APPENDIX X.

SPECIMEN CLAIM FOR LOSS OF, OR DAMAGE TO, FURNITURE DURING REMOVAL.

(R.N.V.R. Regulations, Article **380,** clause (1)).

..... Division, R.N.V.R.

Date.....

Name and rating of claimant.....

Removal from .....to .....

D.80 No. and date of issue .....

By whom issued .....

(Copy marked " To be retained by consignee " attached.)

Weight of furniture conveyed .....

Authority for removal.....

Route by which furniture was despatched.....

Date despatched ..... Date delivered.....

Whether damage or loss was pointed out to carrier (state name) at time of delivery ; if so, by whom.....

Nature of receipt given and by whom .....

Has a formal claim been lodged with the local railway authorities within three days of delivery ? If not, state reason .....

.....

Detailed statement is submitted herewith.

.....

Commanding Officer.

Digitized by Google

DETAILED STATEMENT OF CLAIM.

Articles Lost or Damaged.	Extent of Damage.	How Packed (Full Details to be Stated).	Estimated Cost of Repair or Replacement.		Remarks.
			Claimant's Statement.	Local Tradesman's Estimate (to be attached).	

I hereby certify that the above is a true statement of articles lost or damaged during my removal on Admiralty service.

Name and rating.....

SPECIMEN FORMAL CLAIM AGAINST RAILWAY AUTHORITIES.

(R.N.V.R. Regulations, Article **380,** clause (4).)

..... Division, R.N.V.R.

Date.....

Dear Sir,

The following articles were found to be *damaged/missing on the packages being opened out, and you are requested to note this letter as a formal claim within the meaning of the Railway Companies' General Conditions for *damage/loss during transit.

2. The amount involved will be advised to the head office of the Company by the Admiralty on the receipt of more detailed information.

3. Please acknowledge receipt.

Articles.	Description of Package.	Date of Delivery.	Name and Address of Consignor.	Missing or Damaged.

To Goods Agent,

.....Station.

.....

(Signature of Commanding Officer or owner of effects.)

*Delete words not required.

Digitized by Google

INDEX.

A.

	ARTICLE
Accountant Officer, Naval Reserves, Annual Visit to R.N.V.R. Divisions	339
Accountant Officers, Duties of	338
Addresses, officers on leave	292
,, postal and telegraphic, of R.N.V.R. Establishments	Appendix F
,, ratings	145
,, retired and honorary officers	437
Administration of R.N.V.R.	8
Admiralty responsibility for upkeep of R.N.V.R. Establishments	390
Advancement, Artisans, E.A.s, O.A.s	171
,, Engine Room Artificers	168
,, general	164
,, Motor Mechanics	169
,, Seamen	165
,, ships to be informed of ratings who desire to qualify	257
,, Signal ratings	159, 166, 167
,, special, by Admiral Commanding	172
,, Telegraphists ratings	160, 166, 167
,, Writers	170
Age for enrolment	148
Allotments	363
Alterations and Additions	397
Ammunition, allowance	220
,, annual proportion	408
,, demands for	418
,, smoking not to be allowed near	411
,, storing and handling	302, 411
,, unexpended after practices, collection	221, 412
Anti-gas training	262
Appendices, list of	page 180
Appointment of officers (*see* Officers).	
,, acting during leave of R.N.V.R. officer	293
Armament, stores, demands	418, 419
Armament Supply Depots	418
Arms, care of and repairs	409, 410, 419
,, loss by neglect	414
,, storage	347, 392
,, supply	409
Assembly under arms not connected with a parade, sanction of Admiral Commanding required	288
Assembly with other Forces	290
Assessment of character and efficiency	428
Attendance at Headquarters of List II. officers and ratings	19
Audit of accounts	354
Authority for R.N.V.R.	1

B.

Badges	47, 48, 49
Baggage, transport	375
Baggage Vouchers, supply	378
Bands	21, Table A (2), page 8

Digitized by Google

	ARTICLE
Bands not to appear in uniform without approval	50
,, uniform	49
Bank, approval required for change of	318
Bank balance	316
Bank Book, to be kept for Accounts Nos. 1 and 2	319
,, inspection	320
Banking Accounts, Cash Accounts Nos. 1 and 2	321
,, ,, Interest	322
,, ,, Pass Book	323
Bedding, loan when embarked for training	260
,, on mobilisation	46
Birth, date of	148
Boats, carrying capacity	222
,, establishment and equipment of	402
,, repairs	398
,, unserviceable, survey	397
Bounty Money	301, 373, 374
Bounty on mobilisation	363
Boys' Corps	14, 154
,, grants to	154
,, loan of stores to	154, Appendix U
Boys, entry of	138
Buildings and lands, purchase or lease of	340, 341, 342

C.

Calling out or mobilisation of R.N.V.R.	251
Canteen, rules for	Appendix I
Caretakers (*see* Permanent Staff).	
Cash Accounts	325, 326
,, rendering	309, 310
,, vouchers	327, 328
Cash Book	324
Central Fund	302
Ceremonial Guards	34
Character, assessment of	428
Cheques	315, 317, 323
Civil disturbances, R.N.V.R. to suppress	291
Civilian Writers	101, 102, 103
Clothing Account	423
Clothing, issue on repayment	45, 264
Clothing, muster of	423
Colours, half-masting	39
Command and rank	24, 27–30
Command of Divisions and sub-Divisions	9
Commissions, honorary	119
,, temporary	117
Committee, R.N.V.R.	2, 3, Appendix O
Committees, Finance	350, 351
,, General Purposes	350, 352
Compensation for injuries, officers and ratings	385
Competitions and Sports	Appendix P
Confirmation, Officers	108, 126
Contingent Fund	300, 302, 312, 317
Correspondence	280, 432, 433
Courses—	
Divisional officers	Appendix B 9
Gunnery, for Officer Instructor	66

Digitized by Google

	ARTICLE
Courses—*cont.*	
Gunnery, officers	Appendix B 1
,, ratings	,, C 1
Minesweeping, officers	,, B 7
,, ratings	,, C 6
Navigation and pilotage, officers	,, B 5
Petty Officers'	,, C 9
Physical and Recreational Training, officers	,, B 10
Ratings, voluntary	250
Signals, officers	Appendix B 3
,, ratings	,, C 3
Torpedo, officers	,, B 2
,, ratings	,, C 2
W/T, officers	,, B 4
,, ratings	,, C 4
Court of Inquiry	273

D.

Damage to Divisional property, recovery of value	286
Decorations and medals	51, 52
Defects	398, 400
Demands for stores	396, 403, 418
Disability gratuities and pensions	386, 387, 388
Discharge, after mobilisation or being called out	251
,, after three months' notice by rating	176
,, approval of Admiral Commanding required for officers	177
,, general	175
,, officers	177
,, on completion of training	265
,, physically unfit when embarked	177
,, ratings who fail to qualify after a course	182
,, termination of enrolment, physically unfit, misconduct, unsuitable, disability pension	182
,, to join other forces	183
Discipline, distinction between ratings to be observed	278
,, grievances	275
,, offences during training	282, 283
,, officers and men to understand regulations	270–2
,, unauthorised meetings not to be convened	274
Disrating	284
Divisional Areas	Appendix V
Divisional Course (*see* Courses).	
Docking and survey of Drill Ships	399
Drafts, charge of	375
Dressing ship	38
Drill, constitution of a	201, 204
,, officers other than Executive Branch not required to attend	206
,, record to be kept	69, 80
,, Ships, survey and docking	399
,, training allowed to count	204

E.

Educational Test	164, Appendix L
Efficiency, assessment	428
,, attendance at Annual Inspection required	203

Digitized by Google

	ARTICLE
Efficiency—*cont.*	
,, Executive Officers on List I.	205
,, notation on Service Certificates	217
,, penalty for failure to qualify	202
,, requirements	202, 203, 211
,, requirements may be altered	216
Electric current, payment for	424
Embarkation for training (*see* Training).	
Embarked officers and ratings—accommodation	259
Encroachment on Admiralty property	343
Enrolment, age for	148
,, coloured men not to be entered	146
,, conditions	146
,, E.A.s, O.A.s and Artisans	153
,, Engine Room Artificers	150
,, Motor Mechanics	151, 152
,, period of and total service	147
,, persons not to be accepted	141, 146
,, physical standard	146, Appendix J
,, ratings, allocation to branches	138
,, R.N.R. recruiting not to be interfered with	143
,, Youths	148
Equipment, obsolete pattern, return	413
Establishment, Divisions and sub-Divisions	Table A, pp. 7 and 8
,, officers in branches	25
,, total officers	Table D, page 11
,, total ratings	Table B, page 9
Executive Officers on List II., conditions to be observed and additional training performed	18
Executive Officers, qualification as "Efficient"	205
Expenditure of funds, Commanding Officer's responsibility	335
Expenses of Outlying Units, claims	329
Explosives, handling	411
,, smoking not to be allowed near	411
,, storing	411
Extension of appointments of officers with special records	194

F.

False Characters Act, 1906	page 177
Fares (*see* Railway Rates)	
Finance Committee, composition and duty	351
,, ,, functions	337
Fines, amount and recovery	202, 282, 283
Firings, officer to be present	221
Flag, White Ensign to be flown	37
Foreign languages, list of officers qualified	438
Foreign nationality adopted after entry, resignation required	107
Forms, list	Appendix H
,, supply	331
Funds, audit	354
,, expenditure	335, 336
,, general purposes	353
,, private	332, 333
Funerals, honours to be accorded	36
Furniture and Effects, claims in respect of damage and loss during removal	380, Appendix X
,, ,, conveyance charges	381

Digitized by Google

G.

	ARTICLE
Gallant conduct, report and recognition	435
Gas, payment	424
General purposes accounts	354
,, Committee	352
,, funds	353, 354
Good Conduct Badges	48
Good Service Badges	47
Gratuities, Disability	386, 387, 388
Grievances, how to be represented	275
Grog Money	364
Guards	34
Gun Mountings, defects to be reported	415
,, examination	415
Gunnery, training in (*see* Courses)	
Guns, firing	221

H.

Half-masting colours	39
Health Insurance	372
Higher ratings, ships to be informed of men desiring to qualify	257
History sheets	425, 426
Honorary commissions	119
Honours at Funerals	36
Honours, Guards	34

I.

Income of Divisions not to be exceeded	335
Income Tax, rebate in respect of uniform allowance	Appendix N
Injuries at drill or on divisional duty, compensation	385
Inoculation, ratings	146, 147
,, officers	107
Inquiry, Courts of	273
Inspection, annual, by Admiral Commanding	35
,, attendance to qualify as "Efficient"	203
,, books to be produced	Appendix G
,, of public money	334
Instructors (*see* Permanent Staff)	
Insurance, Health and Unemployment	372
Interpreters	118

K.

Kit (*see* Uniform).	
Kit Upkeep Allowance	363

L.

Land or buildings, purchase or lease	340, 341, 342
Languages, foreign, list of officers qualified	438
Leave, abroad	292
,, addresses of officers to be recorded	292
,, Commanding Officer of Division	292
,, officers	292

Digitized by Google

	ARTICLE
Leave, officers, when under training	294
,, ratings, when under training	267, 268
Ledger, bearing of R.N.V.R. personnel	367
List II. ratings, attendance at Headquarters	214
Loss of Divisional property, recovery of value	286
,, stores	406

M.

Maintenance of ships and establishments	301, 390
Marks of respect	279
Marriage Allowance	363
Meal Orders	378
Medals and Decorations	51, 52
Medical examination before embarking for training	258, 305
,, ,, on enrolment	305
,, standard required on enrolment	Appendix J
,, stores	422
,, treatment for injuries received during drill	385
Meetings, unauthorised, not to be convened	274
Messing Allowance	361
Mess Traps and Mess Utensils Account	423
,, loss due to neglect	394
Minesweeping, training in (*see* Courses).	
Mobilisation of R.N.V.R.	251
Money, custody	313
,, owing to Division, recovery	285
,, public, inspection	334
,, supply for cash accounts	311, 312
Motor cars, private, use	375
Muster of clothing.	423

N.

Naval Forces Act, 1903	page 168
Navigation, training in (*see* Courses).	
Navy List, names of R.N.V.R. officers included	20
Non-substantive ratings, qualification	157, 158

O.

Offences during training or drill	282, 283
Officer Instructor, appointment, conditions	64, 65
,, ,, ,, of R.N.V.R. officer	72
,, ,, certificates	65
,, ,, duty	67
,, ,, gunnery course	66
,, ,, record of drills and diary	68, 69
,, ,, subject to orders of Commanding Officer of Division and in charge of Instructional staff	69–70, 80
,, ,, visits to Outlying Units	71
Officers, age for entry, Executive Branch	109
,, ,, and qualifications, Accountant Branch	114, 115
,, ,, ,, Chaplains	116
,, ,, ,, Dental Branch	113
,, ,, ,, Engineer Branch	110

Digitized by Google

	ARTICLE
Officers, age and qualifications, Medical Branch	112
,, ,, ,, Special Branch	111
,, appointment	104, 105, 106
,, branch in which entered	108
,, conditions of service	107
,, confirmation	108, 126
,, discharge	177
,, embarked, messing and berthing arrangements	259
,, entered for general service	107
,, entry examination	107
,, executive, qualification as " Efficient "	205
,, ex ratings	106
,, ex R.N. and R.N.R.	105
,, honorary and retired, reports of address	437
,, leave during training	294
,, promotion	120
,, ,, Accountant Branch	130
,, ,, alterations of conditions for	123
,, ,, Engineer Branch	128
,, ,, Executive Branch	126
,, ,, for zeal	121
,, ,, half-yearly	122
,, ,, List II.	124
,, ,, Medical and Dental	129
,, ,, Special Branch	127
,, removal from R.N.V.R.	178
,, report after training	245
,, resignation	179
,, retired, R.N.V.R., liability for service	252
,, retirement, compulsory	186–198
,, seniority	108
,, training	231–246
,, uniform allowance	362, Appendix N
,, with previous service	108
Official numbers, allocation	149
Operations with other H.M. Forces	290
Ordinary Signalman, qualifications	159
Ordinary Telegraphist, qualifications	160
Ordnance stores, demands	418
Organisation	8
,, ,, duties, during leave or sick leave	57

P.

Pay, date of commencement and cessation when undergoing training	366
,, officers and ratings, sick	382, 383
,, rates, officers	Appendix M I.
,, ,, ratings	,, M II.
,, ratings rejected on mobilisation	363
,, when called out or under training, officers	360
,, ,, ,, ,, ratings	363
Pensions, disability	386–8
Permanent Staff, accidents to	56
,, ,, Civilian Writers, appointment, discharge, pay, leave, duties	101, 102, 103
,, ,, compliments not to be paid to	55
,, ,, conditions of service	54
,, ,, discharge	54

Digitized by Google

	ARTICLE
Permanent Staff, embarkation, report	56
,, ,, establishment	54, Table C, page 10
,, ,, injury on duty	56, 97
,, ,, Instructors, active service ratings	79
,, ,, ,, appointment	54, 75, 76
,, ,, ,, dental treatment	78
,, ,, ,, drills, record to be kept	80
,, ,, ,, embarkation with R.N.V.R. ratings	375
,, ,, ,, employment	80
,, ,, ,, exemption from R.F.R. drill	76
,, ,, ,, invaliding	78
,, ,, ,, leave and sick leave	78
,, ,, ,, Medical History Sheets	77
,, ,, ,, medical treatment	78
,, ,, ,, misconduct	70
,, ,, ,, Ordnance Artificers	82
,, ,, ,, pay	58, 78
,, ,, ,, pension, service not to count towards increase	78
,, ,, ,, quarters	78
,, ,, ,, Service Certificates	77
,, ,, ,, Torpedo Instructors	81
,, ,, ,, uniform	78
,, ,, ,, victualling	78
,, ,, ,, where borne	77
,, ,, pay	58
,, ,, Shipkeepers and Caretakers, appointment	97
,, ,, ,, ,, conditions of service	97
,, ,, ,, ,, employment	98
,, ,, ,, ,, leave, sick leave	97
,, ,, ,, ,, pay	58, 97, 301
,, ,, ,, ,, uniform	99
,, ,, sickness	56
,, ,, travelling and removal expenses	376, 379
Personnel, Lists I. and II. Tables A and D	pages 7, 8, 11
,, ,, how divided	9, 15, 16
,, List II.	17
,, ,, attendance at Headquarters	19
,, ,, Executive officers	18
Petty Officer Instructors (*see* Permanent Staff).	
Petty Officers' Course (*see* Courses).	
Physical and Recreational training, officers (*see* Courses).	
Pilotage, training in (*see* Courses).	
Pistol firing	219, 221
Political meetings not to be attended in uniform	276
Postage	330
Postal and telegraphic addresses of R.N.V.R. Divisions	Appendix F
Private funds	332, 333
,, ,, responsibility for expenditure	336
Promotion of officers (*see* Officers).	
Property of Division	344, 345
,, ,, authority of Commanding Officer	346
,, ,, loss or destruction, recovery of value	286
,, ,, rules for management	350
Publication of matters relating to the Naval Service	277
Public Funds	300, 301, 311
,, ,, bank account	314
,, ,, inspection of bank balance	316, 334
Public Money, inspection	334

Digitized by Google

Q.

	Article
Qualification as "Efficient"	201–217
,, in Branch, officers	232
,, non-substantive rating	157, 158
,, Seamen	139, 155, 156

R.

R.N.V.R., authority for	1
,, command	2
,, Committee, constitution and duties	3
,, ,, rules of procedure	Appendix O
,, Establishments, upkeep	390
,, Regulations, access to and purchase of	5
Railway rates, personnel travelling on Divisional duty	304
Railway Warrants, supply	378
Rank and command	24, 26
,, ,, distinction between Petty Officers and ratings to be observed	278
,, ,, Instructors	80
,, ,, List II. Officers not to supersede List I. officers	26
,, ,, naval, not to be assumed unless ordered	27, 29
,, ,, R.N.V.R. officers in relation to other Forces	29, 30
,, ,, Senior Naval Officer when R.N.V.R. is on naval duty	28
Rank, relative, of Motor Mechanics	169
,, ,, table	Appendix K
Ratings embarked, accommodation	259
Re-enrolment, vaccination and inoculation	147
Remittances	363
Removal expenses of Petty Officer Instructors	379
,, officers, for failure to qualify	178
Report on officers on completion of training	245
,, ratings on completion of training	266
Reserves borne for training, list on ledger	367
Resignation, officers	107, 179
,, ratings	175, 176
Retired list	197, 198
Retired officers, R.N., counting of time served in R.N.V.R.	105
,, ,, pay during training	360
Retirement, officers, compulsory	186–198
Returns	432, 436, Appendix E
Reversion for unsuitability	284
Rifle Practice (*see* Firings).	
Riots, R.N.V.R. to suppress	291
Royal Humane Society awards	435
Royal Naval Reserve (Volunteer) Act, 1859	page 169

S.

Salutes	279
Service Certificates, annual examination	425
,, ,, disposal on discharge	427
,, ,, general	425
Service, officers, extension	194
,, ratings, period of enrolment	147
Shipkeepers (*see* Permanent Staff).	
Ships, Drill, survey and docking	399

Digitized by Google

	ARTICLE
Signals, training in (*see* Courses).	
Smallpox areas, training of personnel resident in	256
Smoking, not allowed near explosives	411
Special Grant	303
Sports and Competitions	Appendix P
Stationery	407
Store Accounts	405, 406, 417
Stores, accounting	389
,, care of	389
,, demands	396, 403, 418, 419
,, ,, in excess of Establishment	396, 403
,, ,, Naval Armament	418, 419
,, ,, ,, ,, in excess of Establishment	420
,, Establishment, boats	402
,, ,, Naval	401
,, ,, Naval Armament	408
,, ,, proposals to increase	408
,, examination	391
,, loan to R.N.V.R. Boys' Corps	154, Appendix U
,, local purchase	404
,, loss by fire	392
,, loss by neglect	406, 414
,, loss, report	406
,, medical	422
,, replacement	393, 416
,, responsibility of Commanding Officer	389
,, stocktaking officers	406
,, storehouses to be provided	347
,, unserviceable, survey	395, 413
,, victualling	423
,, ,, on repayment when embarked	264
Storing Yards	403
Strength of Divisions, return	436
Sub-Division, all ratings to be attached to	144
Subsistence when proceeding to or returning from training	253, 375
Survey and docking of Drill Ships	399
Swimming instruction	218

T.

Telegraphic and postal addresses of Divisions	Appendix F
Tenders for local purchase of stores	404
Tobacco, landing	281
Torpedo, training in (*see* Courses).	
Training, bedding, &c.	260
,, discharge after	244, 265
,, divisional	201
,, embarkation arrangements and returns required	257, 259, 263
,, officers, abroad	254
,, ,, arrears	242
,, ,, embarkation with men of same Division if possible	261
,, ,, general	231–246
,, ,, obligatory, Accountant Branch	238
,, ,, ,, Chaplains	239
,, ,, ,, Dental Branch	237
,, ,, ,, Engineer Branch	234

Digitized by Google

ARTICLE

Training, officers, obligatory, Executive Branch 231–2
,, ,, ,, Medical Branch 236
,, ,, ,, Special Branch 235
,, ,, report required after 245
,, ,, voluntary, Engineer and Special Branches in Submarines 246
,, ,, ,, Executive Branch 231
,, ,, ,, other Branches 233
,, ratings, charge of drafts 375
,, ,, embarkation of men from same Division 261
,, ,, employment during embarkation 263
,, ,, exemption 248
,, ,, in Naval Schools 250
,, ,, medical examination 258
,, ,, non-efficients not to embark unless authorised by Admiral Commanding 255
,, ,, obligatory 247
,, ,, ,, not to count as drill 204
,, ,, period for which embarked 257, 366
,, ,, qualification in special subjects 139
,, ,, report required 266
,, ,, syllabus during embarkation .. .. Appendix Q
,, ,, voluntary 249
,, ,, ,, to count as drill 204
,, ,, where performed 254
,, sickness during 382–384
Transfer of ratings within Division and to other Divisions 144
Travelling arrangements on embarking and disembarking 375
Travelling Expenses, List II. personnel 19
,, ,, Permanent Staff 376
,, ,, rifle practices, boat drill, and annual inspections 377
,, ,, training 253, 254, 375
Travelling Warrants, supply 304, 378

U

Unemployment Insurance 372
Uniform Allowance .. .. 362, Appendix N
Uniform, band 49
,, cap covers 41
,, officers 40, 43
,, ,, when under training 42
,, ratings .. .. Appendix D, 44, 45, 46
Uniform regulations 43
Upkeep of R.N.V.R. Establishments 301, 390

V.

Vaccination, officers 107, 256
,, ratings 146, 147, 256
Victualling stores on repayment when embarked 264
Victualling stores, stocktaking 423
Visits of R.N.V.R. to Camp or Garrison 289
Volunteer Act, 1859 .. .. page 169
Volunteer Act, 1863 .. .. page 178

Digitized by Google

W.

	ARTICLE
W/T training in (*see* Courses).	
Warrant officer, promotion to	164
Watchcoats, issue to ratings	260
Water, payment for	424
White Ensign to be flown in R.N.V.R. Divisions	37
Writers, Civilian (*see* Permanent Staff).	
Writers, R.N.V.R., training	Appendix C. VII

Printed under the authority of HIS MAJESTY'S STATIONERY OFFICE
By HARRISON AND SONS, LTD., 44–47, St. Martin's Lane, London, W.C.2.
Printers in Ordinary to His Majesty.

(A 313/967)Q Wt. 10129—1034/638 1250 3/33 H & S, Ltd. Gp. 313

Digitized by Google

Digitized by Google

Digitized by Google

Digitized by Google

Digitized by Google

Digitized by Google

Digitized by Google